



CALL FOR PROPOSALS

EEA Financing Mechanisms 2009-2014 PA16 Conservation and revitalization of cultural and natural heritage

Preservation of rural cultural and natural heritage

Code No.: HU07PA16-A2-2013

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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 that are inseparable parts of the Call for Proposals. The general application guide (hereinafter: Guide) is an aid 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 Rural cultural and natural heritage measure are laid down in this Call for Proposals.

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 proposals 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. Objective

A1. *Areas of support*

The cultural sector brings long-term social and economic benefits, as it is a relevant contributor to economic growth and job creation, especially to local communities. However, decades of neglect has left many historical value and cultural sites in need of restoration and modernisation. Among 14 beneficiary countries, the EEA Financial Mechanism supports conservation of cultural heritage programmes in Hungary and places a considerable emphasis on revitalising cultural and natural heritage and improving their public accessibility.

The EEA Financial Mechanism is jointly set up by Iceland, Liechtenstein and Norway. The three countries contribute to the financial mechanism according to their size and economic wealth. Of the €993.5 million set aside for the 2009-14 period, Norway represents around 94%, Iceland close to 5% and Liechtenstein just over 1%. The contribution of EEA Financial Mechanism for Hungary is 70.10 million EUR.

The objective of the programme is to preserve, maintain and restore the rural cultural and natural heritage with its landscape and in a socially integrated way. The developments must promote the experience based presentation of cultural and natural heritage elements, while enhancing their accessibility for the broadest possible social groups.

In addition to preserving and restoring cultural heritage elements, 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 operating in Hungary in the field of cultural heritage protection and similar organisations from the donor countries – Norway, Liechtenstein, Iceland. Therefore donor partnership is strongly recommended in the projects.

In addition to the present Call for Proposal, Funds for bilateral relations at programme level provides additional resources for promoting and strengthening bilateral relations.

The projects to be funded in the framework of the measure should be aligned to at least one of the following goals:

1. Restoration, preservation and experience based presentation of built cultural heritage values and landscape environment related to the traditional rural lifestyle, the natural land use and landscape management in a sustainable way, involving the local stakeholders.
2. Preservation, maintenance and restoration of protected natural values and areas of importance for the protection of the cultural heritage as well, exclusively tumuli, land fortress, hive-stones, caves registered as archaeological sites and their environments, presenting the original functions and operation through personal experience.

The projects eligible in the context of the Call for Proposals are required to meet the following criteria:

- In the course of the projects attention must be paid to the goal of adequately involving the local community, with particular emphasis on disadvantaged social groups.

- Activities (crafts, handicrafts) associated with the traditional rural lifestyles and/or the related intangible heritage should also be taken into consideration.

Proposals shall be ranked according to their level of contribution to the programme objectives and the specific goals of the call. The following elements shall get high priority:

- if the project is located in disadvantaged regions and smaller towns with limited scope of cultural services to centrally located and much under-utilised heritage elements,
- the coherence of the project,
- the diversity of functions to be developed,
- the effort put forth to take social inclusion into consideration,
- **diversity perspectives** (especially to Roma, Jewish and multicultural heritage) and access of the disadvantaged to art and cultural heritage,
- the environmental considerations,
- strong bilateral and/or local partnership approach.

A2. Project promoters and partners

The following organisations may submit project proposals in response to this Call for Proposals:

- 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)
- Churches and church institutions (GFO 551,552,559)
- Non-profit companies (GFO 572)
- Associations of local municipalities in case they are legal entities (GFO 327).
- ~~— Multi-purpose micro-regional associations (GFO 326);~~
- ~~— Association without legal entity in the sequent cases:~~
 - ~~○ if established pursuant to Article 8 of Act CXXXV of 1997, the local municipality of the registered office specified in the association agreement (gestor);~~
 - ~~○ if established pursuant to Article 9 of Act CXXXV of 1997, the local municipality assigned from the members of the association according to council resolution to submit the proposal on behalf of the association (GFO 951).~~

During the implementation of the projects it is possible to involve partners from Hungary or from the donor countries.

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

Regarding the legal status of partners with registered office in donor countries, organisations falling under the following categories are eligible:

- Central government institutions;
- Non-central government institutions;
- Independent non-profit oriented organisations, churches and church institutions.

A3. Financial allocation and grant rate

The financial allocation available for re-granting under this call is EUR 4,000,000 that is HUF 1,180,400,000. The reference exchange rate at planning: 295.1 HUF/EUR.

The requested **amount and rate of grant** must be in line with the tables below:

minimum	maximum
EUR 200,000 (HUF 59,020,000)	EUR 500,000 (HUF 147,550,000)

Eligible applicants	The maximum grant rate as a percentage of the total eligible cost
Central government institutions GFO 31	100%
Non-central government institutions and their non-profit organisations GFO 32,34,35,362,37,38,517,525,529, 54,599,699, 951	95%
Independent non-profit oriented organisations, religious organisations/churches GFO 517,525,529,54,551,552,559,561,562,563,565, 569,572,599,699	90%

Project promoters must provide the remaining part of the funding as own contribution free of any other support or aid, in the form specified in the Guide.

Advance payment may be requested for project elements of ex-post financing (eligible activities) not exceeding 30 % of the support granted.

In the case of the Normal Grant Scheme, in-kind contributions are not considered eligible expenditure. Indirect cost accounting (overheads) is not possible.

B. The content of the project

B. 1. Activities

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

B.1.1. Eligible activities

Project promoters should note that the following activities can be carried out in the framework of the project. Project promoters may choose from the group of activities No.1 and No.2 *within which however, both activities must be carried out. It is also possible to choose both groups of activities.*

For project partners only the activities related to functions of B1.1. (b points) and activities of B1.2 are eligible.

Group 1

- a. Renovation and/or restoration works connected to the built heritage and its landscape environment of traditional rural lifestyle and of natural land use and landscape management in a sustainable way, with the involvement of local participants.

AND

- b. Development of cultural and/or community functions (e.g. museum collections, art exhibitions, theatres, cinemas, educational, social or community activities), facilitating increased access to the built heritage values and landscape environment relating to the traditional rural lifestyle and to natural land use and landscape management worked out by the applicant and/or with external consultancy. Activities (crafts, handicrafts) associated with the traditional rural lifestyles and/or the related intangible heritage should also be take into consideration.

AND/OR

Group 2

- a. Preservation, maintenance and restoration of tumuli, land fortress hive-stones, caves registered as archaeological sites and their environments.

AND

- b. Development of cultural and/or community functions (e.g. museum collections, art exhibitions, theatres, cinemas, educational, social or community activities), facilitating increased access to tumuli, land fortress, hive-stones, caves registered as archaeological sites and their environments worked out by the applicant and/or with external consultancy. Activities (crafts, handicrafts) associated with the traditional rural lifestyles and/or the related intangible heritage should also be take into consideration.

B.1.2. Additional eligible activities

Project promoters should note that the following activities must be carried out in the framework in the project and cannot be carried out without the activities of B1.1.

- 1) Project management: administrative activities (process monitoring, financial, accounting, legal, technical, public procurement related) and other activities related to the implementation of the project including the bilateral activities carried out together with the donor partners in Hungary or in the Donor States.
- 2) Publicity, promotion and dissemination.
- 3) Project audit.

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

1. Support may only be granted to the reconstruction/renovation of buildings under national level protection as historical monuments or under local protection and/or heritage elements under priority natural protection and their environments that are functionally related to them. **In case of local protection, at least the number of**

regulation on ordering local protection, or the reference in the online available Local Building Regulation shall be indicated in the project proposals to support the existence of local protection.

2. At the time of the submission of the project proposal, the Project promoter must have building permit in force, if relevant. The copy of the permit must be attached to the application.
3. 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.
4. Attention shall be paid to ***diversity perspectives***, to Roma, Jewish, multicultural heritage and access of the disadvantaged to art and cultural heritage.
5. The project must be implemented in Hungary. In case of a municipality with a population over 10 000 the area involved must be located in **peripheral area of the municipality's administrative area or if it is an inner area it has to be an environment built up as an outskirts or of a village type neighbourhood**.
The number of residents is established on the basis of the effective administrative book of the names of municipalities (közigazgatási helynévkönyv, 2013. http://www.ksh.hu/docs/hun/hnk/hnk_2013.pdf) published by the Central Statistics Office (CSO).
6. The property's ownership status involved in the project must be certified at the time of the 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).
7. The Project promoter must have at least one closed business year of operation documented.
8. The personnel responsible for project management must meet the following conditions:
 - a) at least 3 years of professional experience in the financial management of projects including construction elements as well,
 - b) at least 3 years of professional experience in the protection of cultural heritage or nature conservation (in line with the project's goal).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.**
9. Regarding cases when construction history research documentation, expert report from the planning council and Lechner Lajos Knowledge Centre must be annexed to the building / heritage protection permit according to relevant national regulations, the established criteria, the applied solutions with considerations must be presented in the proposal.

10. The treatment of 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 in the electronic application form.
11. As a result of the project it is an important criterion that accessibility should be provided/enhanced for the widest possible groups of society
12. Project economic sustainability 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.
13. The project has to be planned and implemented with the involvement of local communities (e.g. local civil society organisations and associations) and the relevant local state bodies and local institutions (e.g. national park directorates, the building and heritage protection offices of the competent government office, museums).
14. It is an advantage during the evaluation if the project is implemented in a partnership with one or more optional partner from Liechtenstein, Iceland or Norway.

B. 3. *Eligible costs*

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

Eligible costs	Infrastructure development	Content development	Project management	Publicity	Audit
Intangible assets (eg. software)		x	x		
Real estates and related concessions, licences and similar rights	x				
Plant, machinery, equipment and vehicles	x	x			
Other equipment, fixtures and fittings, vehicles	x	x			
Material costs	x	x	x		
Services	x	x	x	x	x
Costs of other services	x	x	x	x	x
Staff costs	x	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	x		
Non-refundable VAT	x	x	x	x	x
Reserve	x	x			

B.3.1 Budget's internal limitations

The percentage rates indicate upper limits, that are not obligatory to be achieved and their sum is not 100%. Project promoter is enabled to decide the final composition of the project budget applying the sequent limits.

Type of cost	Maximum % limit as a proportion of the eligible costs of the project
Project management of which:	12%
Design plans and other mandatory studies (staff cost or services)	6%
Cost of public procurement	2%
Costs of legal services	0.5%
In relation to infrastructure development:	
Costs of supervisor of engineering	2%
Costs of equipments for infrastructure development	10%
Costs of real estates and related concessions, licences and similar rights	10%
Costs of elimination of damage, the development of the basis infrastructure connected to the real estate (see: glossary of terms)	20%
In relation to content development:	
Costs of intangible assets	10%
Costs of equipment required for the development of adequate cultural and community functions	20%
Costs of publicity, promotion and dissemination	2%
Costs of audit services	0.5%
Reserve	5%

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

The duration of project implementation shall not exceed 18 months from project start. In case the project had not been started before the Grant Contract's entry into force, the implementation period commences on the date on which the Grant Contract enters into force.

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 the real estates purchased, restored and/or renovated and the 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 objectives.

C Project selection procedure

Submitted project proposals are evaluated in a single-round assessment procedure. In case the Project promoter fails to submit by post the declaration with properly authorised signature alongside the online submitted project data sheet the package shall not be qualified as a proposal and shall be rejected.

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		
The proposal and the printed declaration after filling the electronic proposal form was submitted by post 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 application sheet was filled out in the language 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.		

C2. Formal criteria

Formal criteria	Yes	No
The application sheet submitted by the Project promoter 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		

C3. Technical/professional evaluation criteria

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 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 reduced during the technical/professional evaluation.

	Criterion	Evaluation criterion
I.	Content - technical/professional capacity criteria	
1	The project is in line with the objective of the Call for Proposals:	Yes/No
2	The project includes activities that are eligible in themselves, as specified in Section B1.1 of this Call for Proposals.	Yes/No
3	The project requires funding only for the activities to be carried out on a mandatory basis as specified in subsection B1.1 of the Call for Proposals and the contents of the proposed project are in line with the criteria specified there.	Yes/No
4	Both the Project promoter and the project meets the general criteria specified in Section 2.4 of the Guide.	Yes/No
5	The Project promoter meets the technical criteria specified in Section B.2.1 of the Call for Proposals.	Yes/No
6	All of the costs applied for funding are eligible as specified in this Call for Proposals.	Yes/No/Partly
7	The internal limits prescribed in the Call for Proposals concerning the budget were applied.	Yes/No
8	The project budget contains no arithmetic errors.	Yes/No
9	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
10	The budget was planned in accordance with the VAT status of Project promoter specified in the project data sheet.	Yes/No
11	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
12	The project management resources and references are in line with the requirements.	Yes/No/Partly

In addition to the above mentioned criteria the projects are evaluated on the basis of the following scoring evaluation criteria.

During the scoring the project proposal must reach at least 60 overall points, at least 13 points regarding sub-criteria No. I., at least 20 points regarding sub-criteria No. II, and at least 8 points regarding sub-criteria No. IV. Other case the project proposal cannot be supported.

In case of equal scoring against the evaluation criteria, the project with higher score regarding sub-criteria No. II will be supported!

Ser. No.	Criteria of content evaluation	Score/ evaluation criterion
I	Justification	25
1.	The project is implemented in an underdeveloped region. It is implemented in a most disadvantaged micro region as specified in Government Decree 311/2007 (XI. 17.) or in a disadvantaged micro region as specified in Government Decree 240/2006 (XI.30.).	0/5
2.	The cultural and/or natural heritage element to be reconstructed/renovated is currently only partly open to the general public owing to its condition and settings (administrative functions are not relevant). The heritage element to be developed and its environment is in a deteriorated condition and it is endangered.	0-5
3.	It can be certified that the building is under-utilised (see glossary of terms) and/or it is in non-matching use to the nature of the building compared either to the already existing cultural/community function. or the cultural/community function to be created and it is owing to the lack of infrastructure.	0-5
4.	The heritage element on its own represents a socially significant value for its municipality and for those nearby and/or on the basis of its existing functions and those to be developed in the context of the project.	0-2
5.	The available local cultural and community services are adequately demonstrated and it justifies the project's justification.	0-4
6.	The target group analysis was carried out using methodology in a logical and coherent way, it was thoroughly performed and it confirms the project's justification. The target group was properly identified.	0-4
II.	Coherence/complexity	45
1.	The functions to be developed/created in the framework of the project are in line with the load bearing capacity of the cultural and natural heritage element to be affected by the development, while maintaining its values.	0-5

2.	<p>The following elements were taken into account in the activities carried out in the context of the project:</p> <ul style="list-style-type: none"> the considerations of the protection of heritage (the applied raw materials, techniques and procedures are in line with the nature of the heritage protection element) the typical landscape features and considerations (including biodiversity, fitting in with the landscape, indigenous species characteristic of the landscape and construction materials and mode of construction typical of the landscape) no modifications more than is justified are made to the heritage element 	0-10
3.	<p>In case of the project's target group analysis attention shall be paid to <i>diversity perspectives</i>, to Roma, Jewish, multicultural heritage and access of the disadvantaged to art and cultural heritage.</p> <p>Only those groups should be included that are present locally and no excessive target groups should be addressed. The criteria will be evaluated against the local conditions.</p>	0-3
4.	<p>The functions to be developed/created in the framework of the project provide a well-founded and properly elaborated offer for multiple target groups according to the following criteria:</p> <ul style="list-style-type: none"> Diversity of community and cultural functions Aspects of social cohesion Age groups intended to be reached Consistency with target group needs analysis 	0-10
5.	<p>The rooms/spaces/environments/services/infrastructure to be developed/created in the project are in line with the planned functions.</p>	0-5
6.	<p>Donor partners are also involved and they play significant role in the course of the implementation of the project. The participation generates real technical/professional and other social added value.</p> <ul style="list-style-type: none"> Presence of letter of intent and/or description of the proposed cooperation: max. 4 points Based on quality of participation: max. 3 points 	0-7
7.	<p>The relevant local stakeholders play significant role in the course of the implementation of the project. The participation generates real technical/professional and other social added value.</p> <ul style="list-style-type: none"> Presence of letter of intent and/or description of the proposed cooperation: max. 2 points Based on quality of participation: max. 3 points 	0-5
III	Feasibility	15
1.	<p>The project budget is adequately, logically and cost effectively planned, it is in line with the technical documentation.</p>	0-5

2.	The activities planned in the context of the project are required for the implementation of the project, they are logically scheduled and they ensure the project's feasibility.	0-5
3.	The analysis of the project related risks and the risk contingency plan are adequate.	0-5
IV	Sustainability	15
1.	The project's financial sustainability is well-supported.	0-5
2.	The project's sustainability is socially ensured, local players are adequately involved. The project is up to the criteria of equal opportunities, environmental awareness and transparency of operation. The project involves adequate rehabilitation of the landscape and natural environment and the protection of their specifics and values.	0-5
3.	The aspects of energy efficiency were applied and possible energy efficiency improving activities are carried out in the course of the project, taking into account the aspects of the preservation of the cultural and natural heritage during the transformation/renovation (architect's statement).	0-5
	TOTAL	100

C 1. Project indicators

Name of indicator	Type (output)	Unit of measurement	Minimum required target value	Date of reaching target value	Source of indicator
Number of rural cultural and natural heritage sites made accessible to the public	output	number of sites	1	end of project implementation	Applicant
Area of indoor facilities with cultural functions made accessible to the public (sqm)	output	m²	100	end of project implementation	Applicant
Area of historical monuments and buildings/value	output	m ²	nr	end of project implementation	Applicant

elements under local protection, recovered or restored in the course of the project					
Number of restorations enabling the demonstration of the original function at locations belonging to rural cultural and natural heritage, made accessible for the general public	output	number of restorations	1	end of project implementation	Applicant
Number of works of art, furniture items, utensils, other objects etc. of day-to-day use of the relevant era, purchased in the course of the implementation of the project for authentically presentation (thereby salvaged for the general public).	output	number of items	nr	end of project implementation	Applicant
Established donor partnership	output	number of partnership	nr	end of project implementation	Project promoter

- 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 the case of the indicators in 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 proposals

The project proposal shall be submitted **in Hungarian** with a brief English language summary, exclusively on the proposal through the online system. In case of donor partnership the application must be submitted in both English and Hungarian. 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 **original** 12. Declaration stating the undertaking to meet the terms and conditions of the Call for Proposals and the 6. Plan documentation and technical documentation **in copy version** must be submitted **in one 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:

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: 21st February 2014 – 21st May 2014 (24:00).**

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 on the deadline specified for this purpose.

The process of the evaluation is described in the Section 5.2 of the Guide.

D2. Attachments to be filed

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 its 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 specimen signature or sample signature.
2.	Project promoter's financial reports for the last two closed financial years.
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.).
4.	Official standard value assumptions in the course of works of arts or contemporary objects to be purchased in the course of the project.
5.	Cost estimation of the architect/designer.
6.	Plan documentation and technical documentation (also by post).
7.	Permit from the competent authority regarding the functions and activities.
8.	In case of activities for which permit is required from the authority in charge of construction or heritage protection according to national legislations , construction history research documentation, expert report from the planning council and Lechner Lajos Knowledge Centre.
	Architect's statement regarding the measures taken for energy efficiency.
9.	Guide for proportioning, in case the building/real estate provides place for non-eligible activities.
10.	In case of natural heritage projects, the declaration of territorial competent natural park directorate that the natural heritage element is in the Register or it meets the definition of Act LIII of 1996. In case of developments targeting caves, projects will be checked according to the National Cave Register available at http://www.termesztvedelem.hu/index.php?pg=caves
11.	Letter of intent/ concerning partnership cooperation from the project partners assigned in the proposal, if relevant.
12.	In case of projects involving Donor Project Partner the data sheet in English language.
13.	CVs of the professionals participating in the implementation of the project highlighting experience of relevant for the necessary fields of expertise.
14.	Declaration stating the undertaking to meet the terms and conditions of the Call for Proposals (generated automatically after the electronic submission, also 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 are www.eqtaalap.hu, and www.norvegalap.hu. Information on the various application schemes can be found on these websites with the online application system, the basic statutory regulations applying to the Grants, along with 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: info@norvegalap.hu

telephone number: +36-1-999-4400

Concerning bilateral aspects, 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 Program Partner:

Riksantikvaren - The Directorate for Cultural Heritage in Norway
Dronningensgate 13
Pb. 8196 Dep.
0034 Oslo
telephone number: + 00 47 22 94 04 00
Fax: 22 94 04 04
e-mail address: postmottak@ra.no

The contact data of further Donor states related to the programme area:

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

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D.1. Attachments to the Call for Proposals and guides

1. Application Guide
2. Project data sheet (Project application)
3. Letter of Intent sample
4. Partnership Agreement sample
5. Guide for proportioning template