

**SZENT ISTVÁN UNIVERSITY – PROGRAMME OPERATOR**

**Call for proposals**

**under the Norwegian Financial Mechanism 2009-2014**

**for the Green Industry Innovation Programme (HU-09)**

**Bilateral relations for projects**

**networking, exchange, sharing and transfer of knowledge, technology, experience and  
best practices**

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## **Background**

Szent István University as Programme Operator of HU09 Green industry innovation programme, announces from 16th March 2017 the submission of grant applications for activities financed from the fund for bilateral relations at programme level under the Norwegian Financial Mechanism 2009-2014.

Eligible applicants are all Project Promoters and partners of granted projects already implemented or under implementation within the HU09 Green industry innovation programme.

The objective is that the granted project promoters carry out additional activities related to existing projects that reinforce the bilateral ties and networks. The aim is to stimulate further cooperation between entities in Hungary and Norway. The cooperation shall be based on the exchange, sharing and transfer of knowledge, experience and best practices in relation to the subject matter of the main project.

The present guideline serves to assist the Project Promoter with the terms and conditions of the project proposal. Present document has to be read in conjunction with the General Application Guide, which can be found on the official Hungarian website of the Norway FM in [Hungarian](#) and in [English](#).

## **1. MAIN CONDITIONS FOR THE PROPOSAL**

**The proposal aiming for support of the action must be elaborated, considering the following conditions:**

- The proposal shall comply with the regulations of the **General Application Guide** and its annex, **the Eligibility Guideline**. The budget plan shall be elaborated in the format and level of details as required by **the NORA system**.
- The proposal shall contain proper written **justification for the budget**.
- The final date of the supported action activities shall be no later than 31st October 2017.
- **Publicity Plan** shall be elaborated and submitted based on the specifications of the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014, Annex 4 *Information and Publicity Requirements*. The General Application Guide includes the Communication and Design Manual with the communication guidance and visual identity as an annex. In line with the Requirements at least one information and communication event is preferred to make explicit and visible the achievements of the action.

The proposal must be submitted via the **online application form of the NORA system**.

The application form includes the following:

- basic data about the Project Promoter, the Project Partner and the planned action;
- a brief description of the professional background of the Project Promoter and the Project Partner;
- a summary of the planned action;
- indicators;
- a schedule of the planned activities;
- detailed budgets for the Project Promoter and for the Project Partner with written justification, as well as an aggregated budget for the whole action activities;
- publicity plan.

## 2. POTENTIAL APPLICANTS

All Project Promoters and partners from already implemented projects and projects under implementation within the HU09 Green industry innovation programme are eligible to apply for funds for additional bilateral activities. The applicant eligible to draw on the Fund is the final beneficiary of the project under the HU09 programme, whose intention is to receive additional financial support for its supplementary bilateral activities that are not part of the approved project and that will be implemented.

Based on the eligibility criteria stipulated in the Programme Agreement on the HU09 Green industry innovation programme the application can be submitted by the Project Promoter of the projects already financed in the programme. It means that the main applicant in this call can be only the Project Promoter of the original project, the partners can also join in this additional bilateral activity so they are also eligible parties as partners. The partners are not entitled to submit applications independently as promoters. On the other hand it is not obligatory to involve all partners who took part in the implementation of the main projects.

## 3. TERMS AND CONDITIONS RELATED TO THE ACTION

Name of the action	<b><i>Bilateral activities: measure "B" networking, exchange, sharing and transfer of knowledge, technology, experience and best practices</i></b>
Available funds (HUF)	31,200.000 HUF
Available funds (EUR)	100.000 EUR
Minimum – maximum amount of the grant (HUF)	500 000 HUF – 5.000.000 HUF
Minimum – maximum amount of the grant (EUR)	1.602 EUR – 16.025 EUR
Exchange rate (HUF/EUR)	312,0 HUF/EUR
Grant rate (%)	100 %
Duration of the action implementation	maximum 6 months
First date of eligibility	The date of the PO's decision
Final date of eligibility	30 October 2017

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### **Grant rate and form of funding**

In terms of its form, the grant shall be a final allocation without repayment obligation, that is, a non-repayable development aid.

In case of support to economic activities or economic entities all activities included in this call for proposals shall only be eligible for de minimis aid with an aid intensity of 100%.

**Declaration on de minimis aid** should be submitted as part of the application package.

In case of support to non-economic activities of budgetary entities and their institutions with a legal entity and non-profit organisations with a legal entity the grant shall not be considered state aid pursuant to Article 107 of the Treaty on the Functioning of the European Union, thus the grant rate for them may be up to 100 %.

### **De minimis aid**

Detailed rules regarding de minimis aid are set out in Commission Regulation (EC) No 1407/2013 of 18 December 2013 (HL L 352, 24.12.2013. 1.p) on the Application of Articles 107 and 108 of the Treaty to de minimis aid.

This Call for Proposals shall not apply to:

- a) aid granted of processing and marketing of agricultural products, as covered by Regulation (EU) No 1379/2013 of the European Parliament and of the Council of 11 December 2013 on the common organisation of the markets in fishery and aquaculture products
- b) aid granted in the sector of primary processing of agricultural products;
- c) aid granted in the sector of processing and marketing of agricultural products, in the following cases:
  - i. where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned; or
  - ii. where the aid is conditional on being partly or entirely passed on to primary producers
- d) aid to export-related activities, if linked to the quantities exported, to the establishment and operation of a distribution network or to other current costs linked to the export activity;
- e) aid contingent upon the use of domestic over imported goods;
- f) For those organizations which is subject to an outstanding recovery order following a previous Commission decision;

- g) by the conditions attached a non-severable violation of Union law;
- h) aid to road transport enterprises which services for hire or reward to purchase heavy goods vehicles.

Aid comprised in guarantees shall be treated as transparent de minimis aid if the beneficiary is not subject to collective insolvency proceedings nor fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors. In case of large undertakings, the beneficiary shall be in a situation comparable to a credit rating of at least B-.

If an undertaking performs road freight transport for hire or reward and also carries out other activities to which the ceiling of EUR 200 000 applies, the ceiling of EUR 200 000 shall apply to the undertaking, provided that the Member State concerned ensures, by appropriate means such as separation of activities or distinction of costs, that the benefit to the road freight transport activity does not exceed EUR 100 000 and that no de minimis aid is used for the acquisition of road freight transport vehicles.

De minimis aid granted may be cumulated with de minimis aid granted in accordance with Commission Regulation (EU) No 360/2012 up to the ceiling laid down in that Regulation. It may be cumulated with de minimis aid granted in accordance with other de minimis regulations up to the relevant ceiling laid down in Article 3(2) of this Regulation.

De minimis aid shall not be cumulated with State aid in relation to the same eligible costs or with State aid for the same risk finance measure, if such cumulation would exceed the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption regulation or a decision adopted by the Commission. De minimis aid which is not granted for or attributable to specific eligible costs may be cumulated with other State aid granted under a block exemption regulation or a decision adopted by the Commission.

A declaration from the undertaking concerned, in written or electronic form, about any other de minimis aid received to which Commission Regulation (EU) No 360/2012 or other de minimis regulations apply during the previous two fiscal years and the current fiscal year.

Where an undertaking is active in the sectors referred to in points (a), (b) or (c) of paragraph 1 and is also active in one or more of the sectors or has other activities falling within the scope of this Regulation, this Regulation shall apply to aid granted in respect of the latter sectors or activities, provided that the Member State concerned ensures, by appropriate means such as separation of activities or distinction of costs, that the activities in the sectors excluded from the scope of this Regulation do not benefit from the de minimis aid granted in accordance with this Regulation.”

„In the case of mergers or acquisitions, all prior de minimis aid granted to any of the merging undertakings shall be taken into account in determining whether any new de minimis aid to the new or the acquiring undertaking exceeds the relevant ceiling. De minimis aid lawfully granted before the merger or acquisition shall remain lawful.”

„If one undertaking splits into two or more separate undertakings, de minimis aid granted prior to the split shall be allocated to the undertaking that benefited from it, which is in principle the undertaking taking over the activities for which the de minimis aid was used. If such an allocation is not possible, the de minimis aid shall be allocated proportionately on the basis of the book value of the equity capital of the new undertakings at the effective date of the split.”

Records regarding de minimis aid granted under the above title shall be retained by the Recipient for 10 years from the date on which it was granted, and shall be presented to the grant provider on his request.

All project activities in the framework of this call shall only be eligible for de minimis aid with an aid intensity of maximum 100%.

#### 4. ADMINISTRATIVE INFORMATION

##### 4.1. *Submission of proposal*

To submit the proposal, the Project Promoter must be registered at the official Hungarian website: [www.norvegalap.hu](http://www.norvegalap.hu). The application form and the annexes to be attached shall be completed and submitted via the electronic platform (NORA) available on the above website. **The application form must be filled out in English. All mandatory annexes must be submitted in English.**

In case of deficiencies in the submitted documentation package, the Implementing Agency shall call upon the Project Promoter to remedy the deficiencies within 5 days. In case the Project Promoter fails to do so or submits erroneous or incomplete documentation, the proposal will be further evaluated based on the available information.

Applications can be submitted at any moment from the date of the announcement for submitting proposals until **31 August 2017** or until the total allocation is used.

Please note that the **submission is continuous**, the review of eligibility and administrative criteria, as well as the evaluation will be carried out in order of reception of applications. **The evaluation will be closed when all available funds are granted to eligible, as well as administratively and technically compliant applications.**

#### 4.2. **Supporting documents to be uploaded as an attachment to the proposal:**

Specimen signature of the duly authorised representative of the Project Promoter	Mandatory
Declaration of the Applicant proving that the represented entity fulfils the criteria of transparency on the basis of paragraph 14 of Act CLXXXI of 2007 on providing fund from public money (scanned copy in pdf format)	Mandatory
Letter of interest for cooperation from the Project Partner(s)	Mandatory
Declaration stating the undertaking to meet the conditions of the Call for Proposals	Mandatory
Declaration on de minimis aid	Mandatory in case of enterprises
Official information (programme, invitation etc) about events (conferences, workshops etc) where the project promoter would like to participate – if it is available	Optional
Partnership agreement	Optional for the proposal but mandatory for the project contract
Declaration stating the undertaking to meet the conditions of the Call for Proposals	Mandatory

The maximum size of uploaded attachments altogether must not exceed 50 MB.

#### 4.3. **Further details and contact information**

Further information regarding the Financial Mechanism is available on the official Hungarian website: [www.norvegalap.hu](http://www.norvegalap.hu)

Technical information related to the preparation and submission of the online application form may be requested from the customer service operated by the Implementing Agency:

NFFKÜ- Nemzetközi Fejlesztési és Forráskoordinációs Ügynökség Zrt.

e-mail: [info@norvegalap.hu](mailto:info@norvegalap.hu)

Information related to the terms and conditions of the present guideline may be requested from the Programme Operator at the e-mail address [info@egtalap.hu](mailto:info@egtalap.hu)

In case the Programme Operator receives questions and comments that require the reconsideration of the terms and conditions or any external circumstances to that effect occur then **the Programme Operator reserves the right to issue amendments to the current call prior to the deadline of submission** by notifying the Project Promoter in a written form.

## Annex 1. Eligible activities under the action

The Fund is designed to finance short-term supplementary initiatives in the already implemented project under the HU09 programme. These are not relevant for achieving planned outcomes and outputs of the already implemented project.

Activities, representing contribution to the implemented project and bringing knowledge or experience of the bilateral partner to the project, will be supported. Fund for bilateral relations is not intended to finance planned project activities.

Eligible activities that may be financed from the Fund are activities forging stronger bilateral relations during and after the implementation period of the project. Such activities are not part of the original planned budget and are implemented in cooperation with a project partner, institution from the Donor State or international institutions.

The activity must be implemented by the Hungarian Project Promoter with relevant involvement of a Donor State Institution (public or private entities, commercial or non-commercial, as well as non-governmental organisations, registered as legal entities in Norway).

Eligible activity	Activity eligible for	Budgetary ceiling
Publicity	X	10%
Participation in conferences, workshops and meetings in either Hungary or the donor countries/ organization of such events	X	Not relevant
Participation in study tours in either Hungary or the donor countries / organization of such events	X	Not relevant
Cooperation and exchange of practices in communication and dissemination	X	Not relevant
Production of studies, analyses and documentation, data collection, their sharing and exchange to strengthen the cooperation between the final beneficiaries and entities in Norway and international organizations;	X	Not relevant
Preparation of joint project idea synopsis	X	Not relevant



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## Annex 2. General rules of the eligibility of expenditures

Eligible expenditures of the action are those incurred by the Project Promoter or the Project Partner in accordance with the Eligibility Guideline (Annex 1 of the General Application Guide) and meet the following criteria:

- they are incurred between the first and final dates of eligibility of the action as specified in the action contract considering that they should also be in line with the Programme Agreement's Article 4.1;
- they relate to the subject of the action and they are indicated in the estimated overall budget of the action;
- they are proportionate and necessary for the implementation of the action;
- they must be used for the sole purpose of achieving the objective(s) of the action and its expected outcome, in a manner consistent with the principles of economy, efficiency and effectiveness;
- they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter or Project Partner and determined according to the applicable accounting standards of the country where the Project Promoter or Project Partner is established and according to generally accepted accounting principles; and
- they comply with the requirements of applicable tax and social legislation.

The Project Promoter internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared with respect to the action with the corresponding accounting statements and supporting documents.

### 1. Eligible direct expenditures

Related to the eligible activities, different types of expenditures are eligible. In the proposal, the total eligible budget of the action shall be compiled so that the Project Promoter and Project Partner separately record the different types of eligible expenditures under the eligible activities that they plan to implement. The table below shows the correspondence between eligible activities and eligible expenditures, using cost categories in accordance with Hungarian accounting principles.

Eligible activity / Eligible expenditure	52. Costs of services used	53. Costs of other services	54. Staff costs	55. Other employee related payments	56. Duties on salaries
Publicity	X	X	X	X	X
Participation in conferences, workshops and meetings in either Hungary or the donor countries/ organization of such events	X	X	X	X	X
Participation in study tours in either Hungary or the donor countries / organization of such events	X	X	X	X	X
Cooperation and exchange of practices in communication and dissemination	X	X	X	X	X
Production of studies, analyses and documentation, data collection, their sharing and exchange to strengthen the cooperation between the final beneficiaries and entities in Norway and international organizations;	X	X	X	X	X
Preparation of joint project idea synopsis	X	X	X	X	X

### 1.1. Costs of services used (52.)

Costs of consulting and services necessary for the implementation of the action, used according to the market rules and conditions, acquired from an independent third party as well as travel and hotel expenses.

### 1.2. Costs of other services (53.)

Authorities' fees necessary for the implementation of the action and prescribed by legislation shall be eligible under costs of other services. Moreover, costs of the financial guarantee provided by the financial institution and bank costs directly linked to the action shall also be eligible provided they are necessary to fulfil criteria set out in the grant scheme.

### 1.3. Staff expenses (54., 55., 56.)

Wages and contributions defined in the contract of employment or contract of services, compulsory costs that constitute part of remuneration in proportion to the contribution in the action and daily allowances assigned for travel.

## 2. Indirect costs

A flat rate of up to 15% of the total direct eligible costs excluding the costs of subcontracting and the costs of resources made available by third parties, which are not used on the premises of the Project Promoter or the Project Partner, shall be considered indirect costs. (Projection base of indirect costs shall be calculated from the following cost categories: 51 material expenditure, 54. wages, 55 other personnel costs, 56 contributions, if the costs fulfil the above criteria) General costs shall include public utilities and rental charges, phone, internet, postal fees, insurance, cleaning, maintenance, the separate bank account's administration fee and costs of stationery.

## 3. VAT

If the Applicant does not have the right to deduct VAT in the financed action, the calculation of the total expenditure concerning the Applicant shall be based on the gross amount, including VAT. If the Applicant is entitled to deduction of the VAT, the calculation of the total expenditure shall be based on the net amount of costs excluding VAT.

## 4. Further conditions for eligibility of costs

The Project Promoter and the Project Partners may not conclude private law contracts (beyond the partnership agreement) necessary for the implementation of the action between themselves (including agreements entailing issuance of invoices), (division of labour shall be laid down in the partnership agreement). The budgetary entity participating in the action as a partner and its institution may not provide any kind of compensation to the Project Promoter in exchange for benefits gained from the partnership.

More detailed instructions regarding eligible costs can be found in the General Application Guideline especially in its annex 1, the Eligibility Guideline.

## 5. Excluded costs

The following costs shall not be considered eligible:

- interest on debt, debt service charges and late payment charges;
- charges for financial transactions and other purely financial costs except for the expenses of the bank account separated for the project;
- provisions for losses or potential future liabilities;
- recoverable VAT;
- costs that are covered by other sources;
- fines, penalties and costs of litigation; and
- excessive or reckless expenditure.

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## 6. Advance payment

The Project Promoter may request an advance payment in their application. Total advance payment cannot exceed 50 percent of the amount granted. The Programme Operator may request a repayment of any advance payment and its interests in the case of non-compliance with the conditions for the grant.

### Annex 3. Indicators

As a minimum, the action must deliver the minimum target values of the below listed indicator. The Project Promoter must ensure that the set indicator is achieved and can be measured by the completion of the action.

**Mandatory indicator** (The target value has to be achieved by the end of the implementation period)

	<b>Indicator</b>	<b>Baseline</b>	<b>Target</b>	<b>Unit of measure</b>
1.	Number of people involved	0	min. 4	person
2.	Number of promotional / info activity	0	2	piece

**Optional indicators** (It is necessary to choose minimum 2 indicators relevant to the project. The target value has to be achieved by the end of the implementation period.)

	<b>Indicator</b>	<b>Baseline</b>	<b>Target</b>	<b>Unit of measure</b>
1.	Number of events organized with participation of Hungarian and Norwegian stakeholders	0	min. 1	piece
2.	Number of professional networks between institutions in beneficiary and donor states established and operational	0	min. 1	piece
3.	Access to expertise and technical knowledge/know-how	0	min. 1	piece
4.	Number of studies	0	min. 1	piece
5.	Joint project idea synopsis	0	min. 1	piece

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## Annex 4. Evaluation of proposals and contracting

### 7. Review of eligibility and administrative criteria

The Implementing Agency shall verify the compliance of the proposal with the below eligibility and administrative criteria:

- the electronic application form is filled out in English;
- the declaration – printable after the submission of the electronic application form – was submitted by post and on time;
- the requested grant amount reaches the minimum amount does not exceed the maximum amount that can be awarded;
- the action start date and end date are within the eligible time range;
- all the necessary annexes are attached electronically and are duly completed;
- the submitted application form is fully and duly completed;
- there are no quantitative or other contradictions between the individual documents of the documentation package;
- the indicator target value reaches the minimum target value;
- the budget planned for the different eligible activities is in line with the maximum ceilings;

### 8. Evaluation process of the submitted proposal

The **proposal will be subject to evaluation**. During the evaluation the PO will assess the quality and preparedness of the proposal, with special regard to the budget, especially with a view to achieving value for money. Clarification questions during the appraisal process may be addressed to the Project Promoter, which shall be answered within 3 working days.

Based on the findings of the appraisal, the Programme Operator can make the following decisions:

- to grant funding without modification,
- to grant funding with a reduced total amount of eligible costs, with reduced grant amount or with conditions,
- to reject funding (for serious professional deficiencies).

The Project Promoter has the right to appeal the decision according to the regulations of the General Application Guide.

Please note that the **submission is continuous**, the review of eligibility and administrative criteria, as well as the evaluation will be carried out in order of reception of applications. **The evaluation will be closed when all available funds are granted to eligible, as well as administratively and technically compliant applications.**

The evaluation period will be concluded at the latest one month after the submission date of the application. All Applicants will be informed individually by email and by registered letter of the result of the evaluation and of the grant amount.

Information on which activities will benefit from the reallocation of funds and the amount of the grant will be published and updated by the 5<sup>th</sup> of each month on the official web page of the Norwegian Financial Mechanism in Hungary at [www.norvegalap.hu](http://www.norvegalap.hu).

## 9. Conditions of concluding the project contract

After a positive decision, the Project Promoter will be offered to conclude a project contract. The project contract shall be concluded between the Programme Operator and Project Promoter. The documents listed below are necessary for the conclusion of the project contract and shall be submitted by the Project Promoter before the contract is signed (if a document has already been submitted, it needs to be re-submitted only if a change has occurred in terms of their content):

- detailed budget plan and financing plan,
- a copy of the partnership agreement (if it is relevant)

## 10. FINAL REPORT

Upon completion of the bilateral activity - at the latest by 31 October 2017 - the Project Promoter will have one month for submission of the Final Report to the Implementing Agency. The final deadline for submitting final report is 30 November 2017. The details of the submission of final report are part of the project contracts.