

## **Call for proposals: Enhancing Bilateral Activities on Project Level**

***Conservation and Revitalisation of Cultural Heritage and Natural Heritage***

***and***

***Promotion of Diversity in Culture and Arts within European Cultural Heritage***

***HU07-C2-2017***

### ***Background***

The Prime Minister's Office of Hungary, Deputy State Secretariat Responsible for Cultural Heritage as the Programme Operator of the HU07 Conservation and Revitalisation of Cultural Heritage and Natural Heritage Programme, announces from 16 February 2017 the submission of grant applications for activities financed from the fund for bilateral relations at programme level – measure "B" under the Programme Areas PA16 and PA17 of the HU07 programme within the European Economic Area (EEA) Financial Mechanism 2009-2014. Applications can be submitted from 20 February 2017 until 31 August 2017, or until the total allocation is used.

There are € 81,917.4 (25 558 228 HUF) funds within the HU07 programme aimed for bilateral activities. The objective is that the project promoters carry out activities that reinforce the bilateral ties and networks. The aim is to stimulate further cultural cooperation between cultural entities in Hungary and the three Donor States within the EEA Grants (Norway, Iceland and Liechtenstein), or out of the donor states if they are in a role of expert or consultant. 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 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 EEA Financial Mechanism in [Hungarian](#) and in [English](#).

## **1. ELIGIBLE APPLICANTS AND PARTNERS**

### **1.1 Eligible applicants**

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)
- Churches and church institutions (GFO 551,552,555,559)
- Associations of local municipalities in case they are legal entities (GFO 327).

In case of the present Call for Proposals NGOs 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 561, 562, 563,565,569)
- Non- profit companies (GFO 572,573,575,576)
- Other non- profit legal entities (GFO 599)
- Non- profit organisations (GFO 517,525,529,54,599,699)

## 1.2 Eligible partners

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.

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.

## 2. ELIGIBLE ACTIVITIES UNDER THE ACTION

Eligible activities that may be financed from the Fund are activities forging stronger bilateral relations during and after the implementation period of the project **and bringing knowledge or experience of the bilateral partner and/or the project promoter to the project.**

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

It is possible that more than one of the below listed eligible activities is granted under one project proposal.

<b>Number</b>	<b>Eligible activity</b>	<b>Activity eligible for</b>	<b>Budgetary ceiling</b>
1.	Publicity	<b>X</b>	10%
2.	Participation in conferences, workshops and meetings in either Hungary or the donor countries/ organization of such events	<b>X</b>	Not relevant
3.	Participation in study tours in either Hungary or the donor countries / organization of such events	<b>X</b>	Not

			relevant
4.	Cooperation and exchange of practices in communication and dissemination	<b>X</b>	Not relevant
5.	Cooperation and adaptation of methodology in sharing knowledge	<b>X</b>	Not relevant
6.	Data collection, their sharing and exchange to strengthen the cooperation between the final beneficiaries and entities in Donor States;	<b>X</b>	Not relevant
7.	Further education/training of experts, participation in courses and trainings in relevant fields	<b>X</b>	Not relevant
8.	Adaptation of good practices already in use	<b>X</b>	Not relevant

### 3. 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 30 September 2017.
- The results of the bilateral activity shall be promoted on the Project Promoter's website

The proposal must be submitted in English 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 Partner or the Donor State entity issuing the Letter of Intent/Partnership Agreement ensuring the bilateral cooperation;
- a summary of the planned action in English and Hungarian;
- 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;

Terms and conditions related to the action

Name of the action	<b><i>Bilateral activities: reallocation of funds for bilateral relations at programme level</i></b>
Available funds (HUF)	25 558 228
Available funds (EUR)	81,917.4
Minimum – maximum amount of the grant (HUF)	624 000 – 2 496 000
Minimum – maximum amount of the grant (EUR)	2 000 – 8 000
Exchange rate (HUF/EUR)	312
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 September 2017

#### **4. ADMINISTRATIVE INFORMATION**

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

To submit the proposal, the Project Promoter must be registered at the official Hungarian website of the EEA Grants: [www.egtalap.hu](http://www.egtalap.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. Please note that to submit the application a short summary of the planned activity is also required in Hungarian.**

In case of deficiencies in the submitted documentation package, the Implementing Agency shall call upon the Project Promoter to remedy the deficiencies within 10 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 20 February 2017 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.

As for the evaluation, the date when the Implementing Agency declares that the application meets all of the administrative criteria is considered as the reception date of the proposal.

**The evaluation will be closed when all available funds are granted to eligible, as well as administratively and technically compliant applications.**

Information regarding awarded activities and the amount of the remaining grant will be published and updated by **the 5<sup>th</sup> of each month** on the official web page of the EEA

Financial Mechanism in Hungary at [www.egtalap.hu](http://www.egtalap.hu). Separate information will be published when all available funds will have been committed.

#### 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
Conformed copy of the Deed of Foundation/Articles of Association signed by the Applicant	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 Intent for cooperation from the Project Partner(s) OR Partnership Agreement	Mandatory
Declaration stating the undertaking to meet the conditions of the Call for Proposals	Mandatory

Please note that Partnership Agreement is required if the Project Partner has eligible costs regarding the planned activity. In all other cases the Letter of Intent ensuring the bilateral cooperation issued by the partner is sufficient.

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

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

Further information regarding the EEA Financial Mechanism is available on the official Hungarian website: [www.egtalap.hu](http://www.egtalap.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@egtalap.hu](mailto:info@egtalap.hu)

Information related to the terms and conditions of the present Call may be requested from the Programme Operator via the Implementing Agency 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.

## **5. ANNEXES**

**Annex 1. General rules of the eligibility of expenditures**

**Annex 2. Indicators**

**Annex 3. Evaluation of proposals and contracting**