



Hungary-Slovakia-Romania-Ukraine
ENPI Cross-border Cooperation Programme



CALL FOR PROPOSALS

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30th of September, 2011

1. Reference number of the Call for Proposals: HUSKROUA/1101

2. Date of publication: 30.09.2011

3. Programme and financing source: Hungary-Slovakia-Romania-Ukraine ENPI Cross-border Cooperation Programme approved by EC Decision No. 5146/2008 of 23rd of September 2008.

4. Subject of the Call for Proposals: The present Call for Proposals is open to Priorities 1, 2 and 4 of the Programme as indicated in table under section 10.

5. Eligible area:

In Hungary:	In Slovakia:	In Romania:	In Ukraine:
Szabolcs-Szatmár-Bereg	Košický	Maramureş	Zakarpatska
Borsod-Abaúj-Zemplén (adjacent area with full participation)	Prešovský	Satu-Mare	Ivano-Frankivska
		Suceava (adjacent area with limited participation)	Chernivetska (adjacent area with limited participation)

“Adjacent area with full participation” means that any organisation located there is able to cooperate within the programme without any restriction. “Adjacent areas with limited participation” means that any organisation located there is able to cooperate within the programme with restriction.

For detailed information about the restriction for “Adjacent areas with limited participation” please refer to Chapter **1.2.2 of the Guidelines for grant applicants**.

6. Eligible Applicants: In order to be eligible for a grant, Applicants **must be**:

- legal persons **and**
- public bodies, bodies governed by public law ⁽¹⁾ or non profit making private bodies **and**
- established for the purposes of public interest or specific purpose of meeting needs of general interest **and**
- be nationals of a Programme participating countries: Hungary, Slovakia, Romania, Ukraine **and**
- have their headquarters or a registered regional/local branch having legal entity in the specified programme territorial units **and**
- be directly responsible for the preparation and management of the project with their Partners, not acting as an intermediary.

¹ As defined in article 1.9 of the Directive 2004/18/EC

For the detailed description of eligibility of applicants please refer to Chapter **2.1.1 of the Guidelines for grant applicants**.

7. Eligible partnerships: Partnerships must consist of at least one Partner from one of the Member States participating in the Programme and at least one Partner from Ukraine.

8. Indicative funds available: The overall indicative amount of 8,000,000 EUR is available under this Call for Proposals from Community contribution. The Joint Monitoring Committee reserves the right not to award all available funds. The indicative allocation per measure is defined in table under section 10.

For the detailed description of the eligible Actions and eligible costs please refer to Chapters **2.1.3 and 2.1.4 of the Guidelines for grant applicants**.

9. Co-financing rate: Community grant may not finance the entire eligible cost of the Action of a Beneficiary. No grant may exceed 90 % of the total forecasted eligible costs of the Action.

The balance must be financed from the Applicant's or Partners' own resources, or from sources other than the European Community budget or the European Development Fund. The co-financing shall amount to at least 10% of the total eligible costs of the Action.

In case of grant Beneficiaries/Partners registered in participating Member States maximum 5% of the total eligible costs of the Action (50% of the co-financing) will be funded from the national budget. The remaining minimum 5% of the total eligible costs of the Action (50% of the co-financing) has to be covered from the Beneficiary's/Partner's own contribution or from sources other than the European Community budget or the European Development Fund.

10. Project size: Any grant awarded under this Call for Proposals must fall between the following minimum and maximum amounts, defined according to the priorities and measures and can not be more than 90% of the total eligible costs of the Action.

Priority	Measure	Minimum amount in EUR	Maximum amount in EUR	allocation per measure in EUR	% of the total budget
Priority 1: Promote economic and social development	Measure 1.1 Harmonised development of tourism	100,000	500,000	1,000,000	12,5%
	Measure 1.2 Create better conditions for SMEs and business development	100,000	275,000	275,000	3,44%
Priority 2: Enhance environmental quality	Measure 2.1 Environmental protection, sustainable use and management of natural resources	100,000	950,000	950,000	11,88%
	Measure 2.2 Emergency preparedness	100,000	2,300,000	2,300,000	28,75%

Priority 4: Support people to people cooperation	Measure 4.1 Institutional cooperation	50,000	500,000	2,400,000	30%
	Measure 4.2 Small scale “People to people” cooperation	25,000	100,000	1,075,000	13,43%

11. Project duration: The planned duration of an Action may not be lower than 6 months nor exceed 24 months.

12. Language of the project application: Applicants must apply in English.

13. Submission of the applications: Applications must be submitted in one original and as many copies as the number of countries involved in the Partnership but not less than 2 copies in A4 size, each bound, **containing Table of Contents** and all pages numbered.

The Grant Application Form and its annexes as well as the Legal entity sheet, Financial Identification Form must also be supplied in electronic format (CD-Rom) each one in a separate and unique file in the same format as the relevant forms of the Call for Proposals published on the programme’s website. The documents sent in electronic format must contain **exactly the same** information as the paper version enclosed.

The Checklist (Section V of the Grant Application Form) and the Declaration by the Applicant (Section VI of the Grant Application Form) must be stapled separately and enclosed in the envelope.

Where an Applicant sends several different applications, each one has to be sent separately.

The outer envelope must bear the reference number and the title of the Call for proposals (**HUSKROUA/1101, Hungary-Slovakia-Romania-Ukraine ENPI Cross-border Cooperation Programme**), together with the full name and address of the Applicant, and the words **"Not to be opened before the opening session"**.

Applications must be submitted in one package in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

<p align="center">HU-SK-RO-UA ENPI CBC Joint Technical Secretariat VÁTI H-1016 Budapest, Gellérthegy u. 30-32.</p>
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Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applicants must verify that their application is complete using the Checklist (section V of the Grant Application Form). Incomplete applications may be rejected.

For detailed rules on the submission of applications please refer to **Chapter 2.2 of the Guidelines for grant applicants.**

15. Submission deadline: The deadline for the submission of applications is **31 January, 2012** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **at 14:00 local time** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Joint Monitoring Committee may reject any application sent before the deadline, but received after the effective date of approval of the administrative and eligibility check.

16. Selection process: The description of the selection process can be found in Chapter **2.3 of the Guidelines for grant applicants**.

17. Application package: Application package is comprised of the following documents:

- GUIDELINES FOR GRANT APPLICANTS
- ANNEX A: GRANT APPLICATION FORM
- ANNEX B: BUDGET (EXCEL FORMAT)
- ANNEX C: PROJECT TEAM AND CVS OF THE KEY PERMANENT STAFF OF APPLICANT/PARTNER WHICH WILL BE INVOLVED IN THE ACTION IMPLEMENTATION
- ANNEX D: LOGICAL FRAMEWORK (ONLY FOR THE PROJECTS WHERE THE REQUESTED GRANT EXCEEDS € 100,000)

SAMPLE SUPPORTING DOCUMENTS:

- LEGAL ENTITY SHEET
- FINANCIAL IDENTIFICATION FORM
- DECLARATION FOR HUNGARIAN APPLICANTS AND PARTNERS

DOCUMENTS FOR INFORMATION:

- ANNEX E: STANDARD GRANT CONTRACT
 - ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
 - ANNEX IV: CONTRACT AWARD PROCEDURES
 - ANNEX V: STANDARD REQUEST FOR PAYMENT
 - ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
 - ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
 - ANNEX VIII: MODEL FINANCIAL GUARANTEE
 - ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS
- ANNEX F: MODEL PARTNERSHIP AGREEMENT
- ANNEX G: STATE AID GUIDELINES
- ANNEX H: INDICATIVE LIST OF ELIGIBLE APPLICANTS ACCORDING TO THE SLOVAK AND ROMANIAN LAW

The whole Application package and other relevant documents (e.g. the Joint Operational Programme) are available at <http://www.huskroua-cbc.net>.