



Interreg
Hungary – Croatia



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**Guidelines for Applicants
of the First Call for Proposals of the
Interreg VI-A Hungary-Croatia Programme 2021-2027**

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1. INTRODUCTION

1.1 Legal basis

The present document has been elaborated in line with and with respect to the following **documents and pieces of legislation**:

- Interreg VI-A Hungary-Croatia Programme 2021-2027, approved by the European Commission with decision number C(2024) 1989 on 21 March 2024,
- Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy – hereinafter referred to as the CPR,
- Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund – hereinafter referred to as the ERDF Regulation,
- Regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments – hereinafter referred to as the Interreg Regulation,
- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012,
- Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union (TFEU) to *de minimis* aid,
- Commission Regulation (EC) No 651/2014 of 17 June 2014 on declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, (OJ L 187/1. 26.6.2014) (General Block Exemption Regulation, GBER),
- Commission Decision No. 2012/21/EU of 20 December 2011 on the application of Article 106 (2) of the Treaty on the Functioning of the European Union to State aid in the form of public service compensation granted to certain undertakings entrusted with the operation of services of general economic interest,
- Regulation (EU) 2016/679 of the European Parliament and of the Council on the Protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR),

- Implementing acts and delegated acts adopted in accordance with the aforementioned legislation,
- Government Decree No. 241/2023 of 20 June 2023 about the implementation of cross-border Interreg programmes in the 2021-2027 programming period (in Hungary),
- Regulation on the bodies in the system of management and control for the implementation of programmes supporting 'European Territorial Co-operation' objective in the financial perspective 2021-2027 (OG 96/2022) (in Croatia),
- Government Decree on the constitution of the National co-ordination Committee for European Structural and Investment Funds in the Republic of Croatia (OG 15/2017, 7/2020 and 101/2020) (in Croatia),
- The Programme's approach to communication and visibility, contained in Chapter 5 of the approved IP document.

The items of legislation cited above mostly contain rights and duties relevant for programme implementing structures, yet some of them lay down rules also relevant to the project level, thus **the Lead Partner and the Project Partners should have a basic knowledge** of the legislation governing the cross-border Programme.

1.2 List of abbreviations

Abbreviation	Explanation
AA	Audit Authority
BAF	Body with accounting function
CfP	Call for Proposals
EC	European Commission
EGTC	European Grouping of Territorial Co-operation
FAQ	Frequently asked questions
JS	Joint Secretariat
LP	Lead Partner
MA	Managing Authority
MC	Monitoring Committee
NA	National Authority
NC	National controller
NGO	Non-governmental organisation
NUTS	Nomenclature of Territorial Units for Statistics
PP	Project Partner
Programme	Interreg VI-A Hungary-Croatia Programme 2021-2027
SME	Small and medium enterprise
SO	Specific Objective

1.3 Programme background

The Interreg VI-A Hungary-Croatia Programme (hereinafter referred to as the Programme) operates within the 2021-2027 European Union (EU) financial framework as part of the objectives of EU Cohesion Policy and as **an Interreg programme**. Interreg (meaning European cross-border / transnational / interregional co-operation) has the objective of promoting good neighbourly relations, of fostering stability, security and prosperity in the mutual interest of all countries concerned, and of encouraging their harmonic, balanced and sustainable development.

Within the above-mentioned framework Hungary and the Republic of Croatia co-operate relying on the framework of a common Programme and based on a joint institutional background. The two Member States, having undertaken a joint strategic planning effort, laid down their development priorities in **a joint programming document** (hereinafter referred to as the Interreg Programme, IP) that was approved by the Programming Committee, responsible for drafting, on 30 November 2023. The IP received the endorsement of the European Commission on 21 March 2024 by Decision Ref. No C(2024) 1989.

The Interreg VI-A Hungary-Croatia Programme 2021-2027 can be regarded as **the successor of the Hungary-Croatia (IPA) Cross-border Co-operation Programme 2007-2013 and especially of the Interreg V-A Hungary-Croatia Cooperation Programme 2014-2020** for the Hungarian-Croatian cross-border region in the new, 2021-2027 EU financial perspective. As such, it builds on the initiatives and results of the previous Interreg Programme, the (IPA) CBC Programme, the Neighbourhood Programme of 2006-2008, as well as on those of previous cross-border PHARE programmes between the two countries (e.g. the Hungary-Croatia Pilot Small Projects Fund 2002 and 2003 and the PHARE External Border Initiative).

For further information please refer to the IP document, available for download in English as the official working language of the Programme, from the website of the 2014-2020 Programme:

<http://www.huhr-cbc.com/en/news/european-commission-approves-2021-2027-interreg-programme/323>

1.4 Eligible programme area

The Programme covers the cross-border territory between Hungary and Croatia:

ELIGIBLE PROGRAMME AREA	
HUNGARY	CROATIA
1. Zala County	1. Međimurska County
2. Somogy County	2. Koprivničko-križevačka County
3. Baranya County	3. Virovitičko-podravská County
	4. Osječko-baranjska County
	5. Varaždinska County
	6. Bjelovarsko-bilogorska County

	7. Požeško-slavonska County
	8. Vukovarsko-srijemska County

Map 1: The Programme's eligible area



1.5 Management structure of the Programme

The Programme is implemented through shared management under the responsibility of a single Managing Authority, a Body with accounting function and an Audit Authority. The two Member States regulate their relations and responsibilities in an Implementing Agreement. The following actors take part in the management of the Programme:

- **European Commission (EC):** Donor of the EU contribution.

- **Monitoring Committee (MC):** supervises and monitors the Programme' implementation, and is responsible for project selection. Its operation is regulated by its own Rules of Procedure.
- **Managing Authority (MA):** bears the overall responsibility for the management and implementation of the Programme towards the EC. The Ministry of Regional Development and EU Funds of the Republic of Croatia (Sector for Managing Interreg Cooperation Programmes) acts as the MA.
- **Body with accounting function (BAF):** Its main task is to draw up applications for payment and accounts and submitting them to the EC. The Ministry of Regional Development and EU Funds of the Republic of Croatia (Directorate for Finance and Information Telecommunication Systems) acts as the Body with accounting function.
- **Audit Authority (AA):** A body functionally independent from the Managing Authority, National Authorities and the BAF, responsible for verifying the effective functioning of the Programme's management and control system and the expenditure declared to the EC by means of audits. The work of the AA is assisted by the Group of Auditors. The Agency for the Audit of European Union Programmes Implementation System, Croatia acts as the AA.
- **National Authorities (NA-s):** Beside the above mentioned structures, the Ministry of Regional Development and EU Funds of the Republic of Croatia (Sector for Coordination of European Territorial Cooperation Programmes and Macro-Regional Strategies) and the Ministry of Foreign Affairs and Trade of Hungary bear responsibility – among others – for setting up the control system in order to verify the expenditures at national level and for ensuring national state co-financing (if applicable). Moreover, NA-s are responsible for investigation of suspicions of irregularity, establishing of irregularities and handling of irregularities (and handling of the recovery procedure of national state co-financing part of the irregularities, if applicable).
- **Joint Secretariat (JS):** Set up within Széchenyi Programme Office Nonprofit LLC (SZPO) in Budapest with members in the SZPO Regional Office in Pécs, Čakovec and Osijek, the JS assists the MA, BAF, AA, the MC and the NA-s in carrying out their respective duties. The JS keeps daily contact with potential applicants and with the Lead Partners of contracted projects.
- **National controllers:** Set up in SZPO in Hungary with its territorial offices in Pécs and Zalaegerszeg, and within the Ministry of Regional Development and EU Funds in Croatia (Sector for First Level Control), the national controllers are responsible for verifying expenditures at the national level in accordance with EU and national rules.

1.6 Specific Objectives of the Programme

With reference to Chapter 3.2 of the IP and to the Decision of the EC approving the financial framework of the Programme, the EU-funded cross-border co-operation of Hungary and Croatia will be entitled to **an overall amount of 58.070.103,00 EUR¹ of EU contribution** for the period of the 2021-2027 financial perspective. This funding is designated to support activities in the Hungarian-Croatian border region that contribute to the following goals:

- enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments;
- promoting energy efficiency and reducing greenhouse gas emissions,
- promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches;
- developing and enhancing sustainable, climate resilient, intelligent and intermodal national, regional and local mobility, including improved access to TEN-T and cross-border mobility;
- enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation,
- improving access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and on-line education and training;
- enhance efficient public administration by promoting legal and administrative cooperation and cooperation between citizens, civil society actors and institutions, in particular with a view to resolving legal and other obstacles in border regions,
- build up mutual trust, in particular by encouraging P2P (people-to-people) actions.

Based on these Specific Objectives the Ministry of Regional Development and EU Funds of the Republic of Croatia, acting as **the Managing Authority** of the Programme and also as the National Authority in Croatia, furthermore the Ministry of Foreign Affairs and Trade of Hungary, acting as **the National Authority** in Hungary, in co-operation with **the JS, launch the First Call for Proposals (CfP) of the Programme.**

1.7 The system of documents of the First CfP

- **The Interreg VI-A Hungary-Croatia Programme 2021-2027 document** is the basis on which the cross-border Programme is to be implemented. Besides providing a thorough situation analysis, the Programme formulates the joint strategy of the Hungarian-Croatian border

¹ Includes Technical Assistance (TA) sources as well which are used for the management of the Programme and are thus not available to project partnerships.

region for the current programming period. Its basic description of the Priorities and of their Specific Objectives presents a stable basis which the individual eligible activities can build upon. The Programme furthermore contains provisions concerning the programme implementing structures and the description of the main procedures, including project development, selection and implementation.

- **The purpose of these Guidelines** is to detail the framework rules and principles that govern various aspects of programme and project implementation. It comprises chapters about eligibility and about submission technicalities, furthermore it details the selection process and provides insight into project implementation issues.
- **The Handbook to Tourism Projects** complements this Guidelines by providing aspects that can be relevant for potential project partnerships planning to submit joint tourism development projects.
- **The CfP document** provides the basis for the submission of applications and for the selection of projects to be co-financed under the Programme in the present Call.
- **You will find additional documents as annexes** either to the Guidelines or to the CfP. Some of them provide further information (e.g. the sample Subsidy Contract for the EU Contribution, or the assessment grids) and some are necessary to draft your application (see Statement of the Lead Partner / Statement of the Project Partner).
- Continuing on the path of e-Cohesion, the application process is again managed electronically, this time in the INTERREG+ system. All technicalities regarding the entering of applications are contained in **the User Manual for the INTERREG+ Application Module**.

A few basic definitions before you begin to browse the Guidelines:

- **Lead Partner (LP):** the Partner organisation assuming the leading role in the project partnership. It is selected by the other Partners of the project from their own ranks, and it is responsible for the overall project towards the programme implementing structures, both financially and content-wise. Nevertheless, it also acts as a 'regular' Project Partner: in connection to its own project part.
- **Project Partner (PP):** an organisation actively participating in the implementation of a project and receiving funding from the Programme. It can be located across the border from the LP (Cross-border PP) and it can be operating in the same country as the LP (Domestic PP). A PP has to have its own project part and a budget in the application, corresponding to the activities it implements.
- **Project:** this term refers to a coherent set of interconnected activities, directed towards a common goal and necessary to the achievement thereof, implemented by defined actors in a defined timeframe and matched by a corresponding budget.
- **Project part:** a group of activities within the project as a whole, implemented by a defined actor (PP) in a defined timeframe (indicated in the application) and matched by a corresponding budget (see separate columns per LP/PP on the 'Budget' tab of the application).

The project part is the responsibility of the PP (or LP) implementing it, both from a professional and a financial point of view, especially with respect to the fact that each PP is responsible for irregularities in the expenditure which it has declared. (Also the LP for its own project part.)

2. AVAILABLE FUNDING, FINANCING OF PROJECTS AND SIZES OF SUBSIDY

2.1 The funding available in the CfP

In the frame of the First CfP an **indicative amount of 26 324 825,00 EUR of EU contribution** is made available to projects to be selected for funding under the Interreg VI-A Hungary-Croatia Programme. The above amount is complemented by state contribution according to Chapter 2.2 of the Guidelines.

The following table contains basic information on Priorities and Specific Objectives (SO-s). The displayed **financial allocations of the CfP are indicative** and can be subject to changes, depending on the results of the project assessment procedure and on the number and the subsidy needs of the submitted applications.

In the present CfP only the SO-s contained in the table below are open to apply for, therefore only those projects can gain support which target one of the SO-s in the table. One application can target only one SO, although one LP can submit (or more generally, one PP can participate in) more than one application.

Table 1: Indicative budget of the First CfP with amounts in EUR

Priority / Specific Objective	Available EU contribution(in EUR)
PRIORITY 2 – GREENER AND LOW-CARBON BORDER REGION	6 684 000,00
Specific Objective (i) – Promoting energy efficiency and reducing greenhouse gas emissions	3 684 000,00
Specific Objective (iv) – Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches	3 000 000,00
PRIORITY 4 – INCLUSIVE BORDER REGION	16 500 000,00
Specific Objective (vi) – Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation	13 800 000,00
Specific Objective (ii) – Improving access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and on-line education and training	2 700 000,00

Priority / Specific Objective	Available EU contribution(in EUR)
PRIORITY 5 – COOPERATING BORDER REGION	3 140 825,00
Specific Objective (b) – Enhance efficient public administration by promoting legal and administrative cooperation and cooperation between citizens, civil society actors and institutions, in particular with a view to resolving legal and other obstacles in border regions	1 600 000,00
Specific Objective (c) – Build up mutual trust, in particular by encouraging P2P actions	1 540 825,00
TOTAL	26 324 825,00

2.2 The financing of projects

The eligible expenditure in the Programme is **based on the total eligible expenditure** which means that on programme level EU contribution, state contribution and own contribution of projects are all counted as the sources of eligible expenditure.

For projects this will practically mean that – in case of a positive decision of the selection process – **a maximum of 80 per cent of the total eligible expenditure** of the project would be financed from EU contribution and the rest from state contribution and from own contribution. (The share of the EU contribution will also depend on the applicable State aid rules.)

The ratio of own contribution is calculated based on the eligible costs of the given PP's budget, that is, the given project part. Croatian organisations (LP-s / PP-s) **have to bring minimum 20 per cent of own contribution compared to the total eligible expenditure of their project part**, while for Hungarian PP-s the minimum share of own contribution is depending on the defined rules for state contribution according to Government Decree 241/2023 (VI. 20.).

State contribution in Hungary:

In general, all Hungarian LP-s and PP-s are eligible to receive state contribution, the amount of which will be transferred to them **in one amount**, after the implementation of the project according to the rules of Government Decree 241/2023 (VI. 20.).

Note: LP-s will for the EU contribution of the project stipulate a Subsidy Contract with the MA, while **for the state contribution part the Hungarian (Lead) Partners will individually receive a certificate for the state contribution** issued by Széchenyi Programme Office Nonprofit LLC on behalf of the Ministry of Foreign Affairs and Trade of Hungary after the implementation of the project.

Rules to calculate state contribution:

1) In case the LP / PP belongs to the category of central state budgetary organisation, including those companies which are owned exclusively by the Hungarian state, directly or indirectly, and including asset management foundations established by the state or legal entities maintained by such a foundation ²,

it does not have any obligation to contribute to the project with own contribution, therefore 80 per cent would be the ratio of EU contribution and 20 per cent that of the state contribution. In cases where own contribution is presented in the project part, the amount of the state contribution will be decreased with the amount of the own contribution. (In case the presented own contribution in the project part is above 20 per cent, the amount of the EU contribution – as well as the 80 per cent share – will be decreased.)

2) In case the LP / PP does not belong to the category defined in point 1) above,

it is eligible to receive maximum 15 per cent of the state contribution and has to bring minimum 5 per cent of own contribution compared to the total eligible expenditure of its project part. In these cases the calculation method is the following: The amount of state contribution is calculated at last after the deduction of the amount of own contribution and EU contribution from the total eligible expenditure.

Please note that if rounding is necessary connected to the calculation of the sources of funding, **this will not work according to the rules of mathematics.** In general, the EU contribution part is rounded down to whole cents, and the own contribution is rounded up to whole cents. (In case when own contribution is not relevant then the EU contribution part is rounded down to whole cents, and national co-financing is rounded up.)

State contribution in Croatia:

Providing of the state contribution (co-financing to the projects) in Croatia within the framework of the Interreg VI-A Hungary-Croatia Programme 2021-2027 is not available at the moment of publishing the First CfP.

2.3 Sizes of subsidy, duration of projects and selection procedures per SO

The following table contains the maximum rates of **EU contribution** per Specific Objectives, the minimum and maximum **project sizes** for the individual Specific Objectives, the maximum **period of implementation** for projects and the **project selection procedure** to be applied:

Table 2: Sizes of subsidy, duration of projects and selection procedures per Specific Objectives

² Regarding the national co-financing in Hungary see Government Decree No. 241/2023 of 20 June 2023 about the implementation of cross-border Interreg programmes in the 2021-2027 programming period.

1 st CfP					
Currency: EUR					
PO / Specific Objective	Selection procedure	Maximum project duration (months)	Maximum rate of EU contribution	Amounts per project	
				Minimum	Maximum
PRIORITY OBJECTIVE 2 – GREENER AND LOW-CARBON BORDER REGION					
Specific Objective (i)	One-step	24	80%	ERDF 120.000	ERDF 680.000 ³ ERDF 280.000 ⁴
Specific Objective (iv)	One-step	24	80%	ERDF 120.000	ERDF 1.760.000
PRIORITY 4 – INCLUSIVE BORDER REGION					
Specific Objective (vi)	One-step	24	80%	ERDF 160.000	ERDF 1.760.000
Specific Objective (ii)	One-step	24	80%	ERDF 120.000	ERDF 560.000
PRIORITY 5 – COOPERATIVE BORDER REGION					
ISO 1 (b)	One-step	24	80%	ERDF 80.000	ERDF 240.000
ISO 1 (c)	One-step	12	80%	ERDF 40.000	ERDF 160.000

Important note: **The minimum duration** of project implementation is, for applications of all SO-s, **four (4) months**. Furthermore, applications must respect the **maximum timeframe available for project implementation** as individually indicated in connection to the relevant SO. As a general rule, **applications that fail to comply** with the (general) minimum and (SO-dependant) maximum project duration **cannot be selected for funding**.

Please also note that applications have to take into consideration that **different minimum and maximum sizes of subsidy** were defined for the different SO-s. These sizes of subsidy have an influence on the minimum and maximum project size on one hand, and can have an effect on the funding rate on the other hand. As a general rule, **applications that fail to comply** with the minimum and maximum sizes of subsidy **can also not be selected for funding**.

³ For projects with works activities.

⁴ For soft projects without infrastructure and works.

3. ELIGIBILITY RULES

3.1 ELIGIBILITY OF APPLICANTS

LP-s and PP-s have to fulfil **eligibility criteria** concerning their legal status, their operational background, their geographical location and their professional and financial background. At the same time, they must not be subject to any of the **exclusion criteria**. Last but not least the proposed **partnership**, too, has to meet the respective requirements.

Please note that in line with the approved IP (see indicative lists of potential PP-s under the description of each SO), **calls for proposals within the Programme's framework will be open as a general rule to non-profit organisations** coming from one of the two participating Member States. This basic eligibility criterion will be closely observed throughout the submission process of applications and during project implementation in case of Priority 2 and 4 and under ISO1.

In the framework of the present CfP there is only **one exception** to the above rule, namely that for-profit business entities owned to a 100 per cent extent by the state, a regional or local government⁵ or another public non-profit organisation **can be** eligible in Priority 2 and 4 and in ISO 1 – please consult in every case with the Joint Secretariat.

Each applicant has to fulfil all of the following criteria:

- be a legal person, and
- be non-profit making⁶, except for for-profit business entities owned to a 100 per cent extent by the state, a regional or local government or another public non-profit organisation, and
- be directly responsible for the preparation and management of the proposed project activities both from a professional and financial point of view, and must not act as an intermediary.

3.1.1 Legal status

In general, the following organisations are eligible to apply for the EU contribution allocated to the Programme:

- 1) **Public authorities**, meaning legal entities established and governed by public law, assigned with special competencies and performing tasks in public interest;

⁵ For-profit business entities owned to a 100 per cent by the state, a regional or local government have to be established and operating in the interest of the general public, and they have to be performing mainly such activities which are necessary to managing the compulsory basic tasks of a local government.

⁶ With exceptional status by law, ministries and state-owned companies having portfolio of public interest are eligible.

- 2) **Bodies governed by public law** (in line with Directive No. (EC) 24/2014 ⁷), meaning organisations
- established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character,
 - having legal personality, and which are
 - either financed, for the most part, by the state, regional or local authorities or by other bodies governed by public law; or being subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the state, regional or local authorities or by other bodies governed by public law;
- 3) **Non-profit organisations governed by private law**, established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character.

3.1.2 Operational background

PP-s have to prove **an operation of at least one year**, counted back from the day of the submission of the applications. Cases of legal succession can be accepted when proving the necessary operational background, provided that the predecessor- and the successor organisation together can cover at least one year **of continuous non-profit operation**.

3.1.3 Geographical location

As a general rule, **PP-s have to have their headquarters in Hungary or Croatia, and their headquarters or a regional/local branch office has to be registered and acting in the eligible programme area** – or if not registered there then having legislative scope of authority to act in the programme area in the field in which they apply for funding.

The basic rule is that the headquarters of the organisation has to be in the eligible Programme area, meaning the NUTS III regions covered by the Programme. **However, exceptions can be possible** in cases where the different organisational setup of a PP makes it necessary.

In a situation **where the headquarters of the PP is not located in the eligible Programme area**, two setups can be distinguished:

- a) In case the national/regional organisation's headquarters in Hungary or Croatia is not registered in the eligible programme area but it has **a regional/local branch office which is a legal entity**, then the local **branch office has to be the LP/PP** and in case of contracting it shall be the (Lead) Partner.

⁷ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC. Please consult also Annex III of the Directive.

In this case, the local branch has to prove **at least one year of operation** in the eligible programme area, counted back from the day of the submission of the application, and the leader of the branch office has to be an authorised representative of the legal person to act in connection to the implementation of the relevant project part. Furthermore, **local staff of the branch** has to be involved in project management.

or

- b) In case the national/regional organisation's headquarters in Hungary or Croatia is not registered in the eligible programme area, and the regional/local branch, registered in the eligible programme area, **is not a legal entity** then the **national/regional organisation has to be the LP / PP** and in case of contracting it shall be the (Lead) Partner.

In this second case, the organisation shall prove its distinct role in the border region and take into consideration that **project activities have to be implemented in the eligible programme area and must have a cross-border character**, with local staff of the branch being involved in project management. The participation of a partner from outside the eligible programme area can be justified if the organisation/institution is legally authorised for a professional task. In addition, it must be provided that it has legally defined competences or field of functions for certain parts of the eligible programme area.

The participation of **an LP / PP entirely from outside of the eligible programme area** (meaning that the headquarters in Hungary or Croatia is not registered in the eligible programme area and there is no regional/local branch office) can be justified only if the organisation is legally appointed and solely authorised for a certain professional task, and it is provided that it has legally defined exclusive competences related to certain parts of the eligible programme area.

3.1.4 Professional and financial background

Since implementing cross-border projects requires reliable capacities, the PP-s will be measured against a **set of criteria** related to their professional and financial background. The following aspects will be checked during the quality assessment:

- 1) PP-s must be **experienced** and must prove their **financial and administrative capacity** to manage their share of activities in the planned project (ensuring pre-financing and own contribution, where relevant).
- 2) PP-s have to have proper project management experience matching the scale of funding they are requesting from the present CfP.

3.2 GROUNDS FOR EXCLUSION

In general, and stemming from the definition of the eligible PP-s under the Programme, **for-profit legal entities** (undertakings) such as bodies with industrial and/or commercial character **are not**

eligible for support, nor are natural persons and individuals. (For the exception from the non-profit form under the present CfP please refer to the introduction of Chapter 3.1.1.)

Any member of the project partnership falling under any of the grounds for exclusion listed below may not participate in the partnership or be awarded subsidy. These are:

- 1) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- 2) they have been convicted of an offence concerning professional conduct by a judgment which has the force of '*res iudicata*' (i.e. against which no appeal is possible);
- 3) they have been guilty of grave professional misconduct proven by any means which the MA / NA-s can justify;
- 4) they have not fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the National Authorities or those of the country where the contract is to be performed;
- 5) they have been the subject of a judgement which has the force of '*res iudicata*' for fraud, corruption, involvement in a criminal organisation or for any other illegal activity detrimental to the EU's financial interests;
- 6) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection to a procurement procedure or other grant award procedure financed from the Union budget;
- 7) they are guilty of misrepresentation in supplying the information required by the MA / NA-s as a condition of participation in the CfP or in failing to supply information;
- 8) they have attempted to obtain confidential information from decision-making and management bodies or to influence any stage of the assessment / project selection process of the current or a previous call for proposals;
- 9) they are currently subject to an administrative penalty due to one of the situations referred to in points (6) and (8).

In case of a potential conflict of interest with the programme implementing structure (MA, NA-s, AA, MC and JS), the applicant must immediately inform the MA. Should any of the programme implementing bodies suspects any of the criteria above, a clarification may be requested from the LP.

Please note! Applications in which any of the PP-s fails to meet the eligibility criteria will not be further assessed!

Please also note that **an application may still be excluded in the contracting phase** in case the MC awarded a decision that is conditional and it is determined that the applicant has not fulfilled said conditions.

3.3 ELIGIBILITY OF PARTNERSHIPS

In order to be considered eligible, PP-s have to act in partnership with at least one cross-border PP from the (from their point of view) other side of the Hungarian-Croatian border, and all PP-s must satisfy the eligibility criteria as described above. In the course of the implementation of the Programme, **only jointly prepared and implemented projects are to be supported.**

In line with Article 26 of the Interreg Regulation, the Programme operates on basis of **the Lead Partner principle**. In accordance with this, all partnerships have to designate one PP among themselves to act as **LP who will submit the application on behalf of the entire partnership** and who shall be responsible for ensuring the implementation of the entire project.

Based on the LP principle, the organisations involved in a project, according to their financial and professional commitment and responsibilities may be classified as follows:

- Lead Partner,
- Project Partner:
 - Cross-border PP,
 - Domestic PP

Legal representatives of all PP-s establishing a partnership are required to sign and stamp the following:

- Statement of the Lead Partner (Annex 1 of the application package),
- Statement of the Project Partner (Annex 2 of the application package)
- Partnership Statement (Annex 3 of the application package).

and submit them via INTERREG+ system (for details regarding submission of applications, please refer to Chapter 4 of these Guidelines).

In case the submitted application is selected for funding, **a Partnership Agreement** will have to be signed by the LP and each PP and submitted to the JS before contracting. The model Partnership Agreement is available as part of the application package on the CfP. However, members of the partnership may modify this template according to the specificities of the partnership, keeping in mind that the modification must not be in conflict with principles, objectives and rules of the present CfP and of the model Partnership Agreement.

Please note that the Partnership Agreement has to be signed only in case the application is selected for funding, thus not before the contracting phase.

3.3.1 The Lead Partner

One LP has to be nominated for each project. This particular organisation will bear the responsibility of representing and mediating the whole project towards the programme implementing structure. The MA will conclude the Subsidy Contract for the EU Contribution with the LP, and the LP will be responsible for transferring the EU contribution received for the project to the other PP-s. The LP will have to ensure the smooth co-operation and communication inside the partnership and it will have to oversee the fulfilment of the project activities which constitute the individual responsibilities of the various PP-s.

In all cases the LP has to **have the necessary financial and human resources in order to coordinate** the management of the project, **as well as the required liquidity** in order to smoothly implement their own project part from a financial point of view.

Based on Article 26 of the Interreg Regulation the LP shall assume the following responsibilities:

- a) sign the Subsidy Contract for the EU Contribution on behalf of the members of the partnership;
- b) conclude a Partnership Agreement with partners laying down the arrangements for its relations with them, *inter alia*, provisions guaranteeing the sound financial management of the funds allocated to the project, including the arrangements for recovering EU amounts unduly paid;
- c) assume responsibility for ensuring implementation of the entire project (however, each PP bears full responsibility for the appropriate implementation of their own project part);
- d) ensure that expenditure presented by the PP-s receiving financial support has been paid and was incurred for the purpose of implementing the project and corresponds to the activities agreed between the PP-s and to those listed in the Subsidy Contract for the EU Contribution;
- e) be accountable for project reporting and administrative actions on project level;
- f) transfer the EU contribution to the PP-s receiving financial support, according to the approved Application for Reimbursement in full, no amount shall be deducted or withheld and no specific charge or other charge with equivalent effect shall be levied.

The responsibilities of the LP are set out in the Subsidy Contract for the EU Contribution, as well in the Partnership Agreement (please see the template of the two documents as part of the application package of the current CfP).

In accordance with the above, **the LP has to fill in and certify the Lead Partner statement**, uploaded together with the application, taking on responsibilities in connection to the project and its partnership.

3.3.2 The Project Partners

The role of the PP-s in the implementation of joint projects is as much important as that of the LP. **PP-s are organisations which receive EU contribution from the project** – through the LP. Based on the above definition, PP-s must have a project part of their own and a budget in the application, corresponding to the activities they implement.

Based on the LP principle, **each PP is responsible for irregularities in the expenditure which it has declared**. Regular PP-s are also required to have **the necessary financial and human resources in order to implement their own share of the project**, as well as the necessary liquidity in order to smoothly implement the project part from a financial point of view, with special regard to pre-financing.

The differences between LP-s and PP-s lie in the administrative and overall co-ordination of the project development and implementation process. Therefore the partnership shall define the roles in such a way that the implementation of the project is ensured and the possible risks that might occur because of the lack of administrative and management capacities, as well as the ones resulting from internal and external communication, are minimised.

In accordance with the above, each PP will be required to fill in and sign an individual Project Partner statement (Annex 2 of the application package) and make sure to provide to the LP with all the necessary information needed for filling in the application.

Please note that based on Hungarian Government Decision No. 1030/2024 of 22 February 2024 on the exemption from the application of the Law on the Order of State Construction Investments for the Interreg programmes implemented in the period between 2021-2027, the **Hungarian PP-s do not have to apply the provisions of the Investment Act** in the 2021-2027 programming period.

3.3.3 Partners without budget

If any supporting stakeholder or authority intends to express their support to the project, this can be managed through signing a **letter of support to the given PP** in relation to one or more of its planned project activities. (There is no compulsory format.) Please do not forget to indicate the supporting stakeholder also in the application, on the tab 'Partner without budget'.

3.3.4 Balanced partnerships

The Programme's objective is to facilitate the development of **balanced partnerships with an efficient division of tasks and responsibilities**. Partnerships shall be composed of PP-s that are able to carry out the implementation of project activities professionally and that will significantly contribute to the partnership. Please consider that **balanced funding** is an important criterion of quality assessment, thus the budget of the applications has to be planned in a balanced way, meaning proportionate to the planned activities. **One-sided project partnerships will not receive funding**, no matter how good the professional content of the application.

Partnerships must have partners from both sides of the Hungarian-Croatian border, all of them satisfying the eligibility criteria for PP-s. **The minimum setup is to have at least one Cross-border PP next to the LP organisation.** An exceptional case is the applying for funding of a European Grouping of Territorial Cooperation (EGTC) where, based on Article 23(6) of the Interreg regulation the organisation can be the sole partner of a project.

Further partners e.g. more Cross-border and Domestic PP-s can be involved into the implementation of the project in case the content of the project justifies their participation. Please note that **only as many PP-s can be involved in one project as there are places for them in the application:** in the present CfP the **maximum number of PP-s (together with LP) is eight (8).**

One organisation can be contracted in a maximum of five (5) projects. If more are submitted, the decision will be based as a general rule on the obtained scores in the ranking as approved by the MC (i.e. the five relevant applications with the highest average score) or, in exceptional cases, as decided by the LP.

3.4 ELIGIBILITY OF ACTIVITIES

For an overview of the Priorities and SO-s of the cross-border Programme opened in the framework of the present CfP, please refer to Table 1 (see Chapter 2.1 of the Guidelines).

More information on the indicative list of eligible activities and the indicative circle of potential LP and PP organisations for each SO opened by the current CfP is available in the document ‘Eligibility of Activities’, constituting an annex to the present GfA.

The lists, as underlined also above and in the document, furthermore in the IP itself, are not exhaustive and serve as orientation as to what types of activities can be implemented under a given SO. However, **all project activities must contribute to reaching the Programme’s objectives and to reaching its planned indicators.** Care will be taken during quality assessment to award the highest professional scores to those applications which are most supporting these aims.

Please note that projects receiving funding under the present CfP can, during project implementation, either finance the elaboration of construction plans or the implementation of the construction of the coherent activities.

3.5 ELIGIBILITY OF COSTS

3.5.1 Legal background and hierarchy of rules

In the framework of the Interreg VI-A Hungary-Croatia Programme 2021-2027 there are three levels of rules that govern the eligibility of expenditure:

1. EU rules, which include:

- Regulation (EU) No 2021/1060 (the CPR) where Article 112(4) defines a maximum 80% co-financing rate for Interreg;
 - Regulation (EU) No 2021/1058 (the ERDF Regulation) where Articles 5 and 7 gives specific provisions on the eligibility of activities under the ERDF;
 - Regulation (EU) No 2021/1059 (the Interreg Regulation) where Articles 37 to 44 give specific provisions on eligibility of expenditure.
2. Programme rules: additional rules on eligibility of expenditure set up by the MC for the Programme as a whole.
 3. National (including institutional) eligibility rules which apply only for matters not covered by rules laid down in the above-mentioned EU- and programme-level rules.

All expenditure has to be in line with the EC Regulations and the relevant Programme / national rules and legislation. The list of regulations is not exhaustive, furthermore rules and regulations may be amended during the Programme's implementation period.

The verification of project expenditures will be conducted through **a system of first level national controllers, operating within the framework of the following organisations:**

- Hungary – Széchenyi Programme Office Nonprofit LLC and its territorial offices (in Pécs and in Zalaegerszeg),
- Croatia – Ministry of Regional Development and EU Funds of the Republic of Croatia, Zagreb.

The eligible expenditures listed in the application, approved by the MC and stipulated in the Subsidy Contract for the EU Contribution can only be reimbursed after the PP provides **proof of progress of the activities implemented**, and after **Declarations on Verification of Expenditure** issued by the respective national controller, as well as the Project Report and Application for Reimbursement are received by the JS.

Related to the first condition, **please note that in the application all costs have to be described in as much detail as possible. The MC is entitled to reduce or entirely cut costs** that are not supported by detailed reasoning.

In general, eligibility rules concerning expenditure are applied for all SO-s of the Programme. However, in case of some cost types, further restrictions can apply or maximum percentages can be defined in the Guidelines, in order to direct the cost structure of projects towards the objectives of the related SO.

3.5.2 Cost eligibility rules

The detailed rules on the eligibility of costs in the Interreg VI-A Hungary-Croatia Programme 2021-2027 are contained **in the 'Eligibility of Expenditure' document**, shared as part of the application package.

The Eligibility of Expenditure serves the entire Programme during its lifetime and is relevant not only for the First Call for Proposals but **for several calls**, including potential upcoming ones, **as well as for the Operations of Strategic Importance** identified in the IP document.

Regarding questions about the eligibility of expenditure, including rules about ineligible costs, furthermore additional financial provisions please refer to the programme-level eligibility rules, the detailed description of which is, for reasons of conciseness, not repeated in the present Guidelines, **please consult the ‘Eligibility of Expenditure’ document, published also as part of the application package of the CfP.**

4. CROSS-BORDER RELEVANCE AND HORIZONTAL PRINCIPLES

4.1 Cooperation criteria

The Programme shall support projects which deliver direct cross-border impact and benefits for the PP-s / target groups / project area / eligible programme area. The project should clearly demonstrate the importance of the cross-border approach to the topic addressed, and should demonstrate that the project’s overall objective and result could not have been achieved without the involvement of the cross-border element.

Direct cross-border impact is understood in terms of respecting the following **cooperation criteria** as they are defined below: **joint development, joint implementation, joint staffing and joint financing.**

- **Joint development** means that the application must be designed in close cooperation of the PP-s from both sides of the border. It must clearly show joint ideas and priorities reflected in development of joint activities. The LP is the coordinator of this process, but all PP-s should be included in/contribute to the development of project idea from the beginning.
- **Joint implementation** means that the implementation of project activities must be coordinated/implemented jointly by all PP-s resulting in contribution to project overall objective and project result. Moreover, a number of separately implemented activities on different sides of the border must contribute to one joint project objective/result in order to consider this criterion met. Please note that the LP bears the responsibility for the overall project implementation and each PP takes responsibility for implementing its part of the project activities.
- **Joint staffing** means that the proposed project staff will be jointly involved in the implementation of the project activities (among partners on both sides of the border). Staff members should coordinate their activities with others involved in the project activities and exchange information regularly. However, unnecessary overlapping of similar functions within the project team should be avoided.
- **Joint financing** means that there will be only one Subsidy Contract per project. It has a joint budget with funding allocated to PP-s according to the activities they are carrying out.

It is important to note that each project must fulfil all four (4) of the described cross-border cooperation criteria!

4.2 Horizontal and other principles

Horizontal principles, in the context of EU funded work, are core principles of importance that cut across and have relevance to all areas of the work of EU funded projects. **All projects financed by the Programme must respect the horizontal principles** of the Programme.

The Programme horizontal principles are aligned to Article 9 of the CPR which stipulates that all actions must respect following horizontal principles:

- respect for **fundamental rights** and compliance with the Charter of Fundamental Rights of the European Union ⁸;
- **equality between men and women**, gender mainstreaming and the integration of a gender perspective;
- appropriate steps to **prevent any discrimination** based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- **sustainable development** as set out in Article 11 of the TFEU ⁹, taking into account the UN Sustainable Development Goals ¹⁰, the Paris Agreement ¹¹ and the ‘do no significant harm’ (DNSH) principle ¹².

Moreover, to pursue the Programme’s priorities and objectives, all projects need to have a full respect of the Union environmental *acquis*.

While fully respecting the fundamental rights and ensuring compliance with the Charter of Fundamental Rights of the European Union, projects must respect **three horizontal principles of the Programme: equal opportunity and non-discrimination, gender equality, and sustainable development including environmental protection**.

⁸ [EUR-Lex - 12012P/TXT - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A12012P0001)

⁹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A12016E011>

¹⁰ <https://sdgs.un.org/goals>

¹¹ <https://unfccc.int/process-and-meetings/the-paris-agreement>

¹² https://reform-support.ec.europa.eu/integration-environmental-dimensions-public-finances_en

In addition, the Programme's Strategic Environmental Assessment (SEA) ¹³ and the DNSH report ¹⁴ will be considered when determining the eligibility of projects, in particular where actions are carried out in Natura 2000 sites and where infrastructural works (including partial rebuilding of existing buildings) or purchase of equipment is planned. More specifically, all selected projects need to show full respect for the EU Water Framework Directive ¹⁵, the Natura 2000 sites ¹⁶, and both the Birds Directive ¹⁷ and the Habitats Directive ¹⁸.

It is crucial for the Programme that projects **respect the horizontal principles during all phases of the project cycle**, from the project design and preparation to its implementation, monitoring, reporting, and evaluation. Therefore, applicants are strongly encouraged to (re)familiarise themselves with the concepts related to horizontal principles and to ensure compliance from the early stage of project planning. **A proper understanding of horizontal principles is a basic precondition for their integration into the applications.** Before deciding on the project in relation to horizontal principles, applicants are strongly advised to review available programme documents, reference literature and EU and national legislation on each of the horizontal principle topics.

Projects should make available datasets resulting from the actions as open data under the conditions defined in the **Open Data Directive** ¹⁹, **where relevant**. In addition, online content should be made **accessible to all people, including persons with disabilities** as foreseen in the EU Web Accessibility Directive ²⁰.

During project implementation the PP-s are encouraged to use more quality-related and lifecycle cost criteria. When feasible, environmental (e.g. green public procurement criteria) and social considerations, as well as innovation incentives should be incorporated into public procurement procedures.

Glossary of terms

Some of the concepts relevant to the Programme's horizontal principles are briefly described here:

¹³ For more information, please see the SEA report here: http://www.huhr-cbc.com/uploads/editors/HUHR_CBC_EnvironmentalReport_March%202024.pdf

¹⁴ For more information, please see the DNSH report here: http://www.huhr-cbc.com/uploads/editors/Elaboration%20of%20DNSH%20Report%20of%20the%20Interreg%20Programme%20HU-HR_March%202024.pdf

¹⁵ https://ec.europa.eu/environment/water/water-framework/index_en.html

¹⁶ https://ec.europa.eu/environment/nature/natura2000/index_en.htm

¹⁷ https://ec.europa.eu/environment/nature/legislation/birdsdirective/index_en.htm

¹⁸ https://ec.europa.eu/environment/nature/legislation/habitatsdirective/index_en.htm

¹⁹ Directive (EU) 2019/1024 of 20.6.2019

²⁰ Directive (EU) 2016/2102 of 26.10.2016

- **Accessibility** – encompasses all policies, rules, instruments and measures devised to ensure access to the physical environment, infrastructure and services, information and communications as well as public life to the vulnerable groups on an equal basis with others.
- **Climate resilience** – the capacity of social, economic and ecosystems to cope with a hazardous event or trend or disturbance, responding or reorganising in ways that maintain their essential function, identity and structure as well as biodiversity in case of ecosystems, while also maintaining the capacity for adaptation, learning and transformation.
- **Discrimination** – unfavourable and unjustifiable treatment of people who belong to certain groups or possess certain features. **Direct discrimination** occurs when in a comparable situation one person is treated less favourably than another, on the basis of any of the prohibited grounds such as sex, racial or ethnic origin, religion, disability, age or sexual orientation. **Indirect discrimination** occurs when a practice, policy or rule which applies to everyone in the same way, has a worse effect on people from vulnerable or disadvantaged groups.
- **Disadvantaged groups** – categories of persons in a position of inequality in relation to most citizens because of identity differences, and/or which are facing social exclusion: rejection and marginalisation, and/or denied or partial access to resources, goods, services, rights and all or some aspects of public life. The term ‘disadvantaged groups’ is often used interchangeably with the term **vulnerable groups**.
- **Equality** – eliminating disadvantage, discrimination, deprivation, and treating people fairly.
- **Equality between women and men** – ensuring equal opportunities for men and women in similar situations.
- **Equal opportunities** – measures devised to ensure the access of every person to the areas of public life (for example, to the workplace, to education, or to accessing goods and services etc).
- **Environmental sustainability** – responsibility to conserve natural resources and protect ecosystems to support health and wellbeing, now and in the future.
- **Fundamental rights** – the key values of the fundamental rights are the following: respect for human dignity, freedom, democracy, equality, the rule of law, and respect for human rights, including the rights of persons belonging to minorities.
- **Gender mainstreaming** – involves the integration of a gender perspective into the preparation, design, implementation, monitoring and evaluation of policies, regulatory measures and spending programmes, with a view to promoting equality between women and men, and combating discrimination.
- **Green Public Procurement** or green purchasing – choosing environmentally friendly goods, services and works and thus contributing to sustainable consumption and production.
- **Social exclusion** – the processes which deny (or obstruct) access to resources, goods or services and exercising their rights to certain groups of people because of their ethnicity, race,

religion, gender, sexual orientation, origin, age, disability and economic status. Social exclusion is more often than not closely related to various forms of discrimination.

- **Sustainable development** and UN sustainable development goals – environmentally responsible development which satisfies the needs of a society without diminishing the ability of future generations to meet their own needs.
- **The New European Bauhaus** ²¹ – a creative and interdisciplinary initiative that connects the European Green Deal ²² to our living spaces and experiences.
- **Nature-based Solutions** – activities that protect, manage and restore natural or human-altered ecosystems with the aim of simultaneously solving pressing societal problems and challenges. A common feature of Nature-based Solutions is that they can offer environmental, social and economic benefits in synergy with each other, i.e. they increase biodiversity, the resilience of an area and human adaptability to the adverse impacts of climate change.

Additionally, applications for measures targeting vulnerable social groups and disadvantaged learners – for example children with disabilities, Roma and rural population – should respect **the principle of desegregation** and ensure equal access for all to mainstream quality training and education.

The ‘Do no significant harm’ principle

DNSH will be assessed by yes/no criteria to decide whether the applications are in line with the types of actions assessed already as ‘do not significantly harm’ the environment. If proposals are in line with DNSH, they can go on to further assessment, but if they are not in line they have to be rejected.

In line with the DNSH principle ²³, **the Programme considers any project harmful which:**

- leads to significant greenhouse gas emissions;
- leads to a worsening of the negative effects on the current or expected future climate or on people, nature or assets;
- is detrimental to the good status or ecological potential of water bodies, including surface and underground water bodies;
- leads to significant inefficiencies in the use of materials or in the direct or indirect use of natural resources, or leads to a significant increase in production, incineration or disposal waste, or if long-term disposal of waste can cause significant and long-term damage to the environment;

²¹ https://europa.eu/new-european-bauhaus/index_en

²² https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal_en

²³ http://www.huhr-cbc.com/uploads/editors/Elaboration%20of%20DNSH%20Report%20of%20the%20Interreg%20Programme%20HU-HR_March%202024.pdf

- leads to a significant increase in emissions of pollutants in the atmosphere, water or soil;

and significantly harms the good condition and resilience of ecosystems, or harms the conservation status of habitats and species.

Assessment of the contribution to the horizontal principles

All projects must respect **fundamental rights**, freedoms and principles set out in the Charter of Fundamental Rights of the EU. The fundamental rights are considered intrinsic to the other three horizontal principles and, as such, not separately assessed.

Horizontal principles' relevance in project selection

Compliance with the horizontal principles of the Programme will be thoroughly addressed during the assessment of the submitted applications.

Applicants shall describe how their project considers and complies with horizontal principles. In case it will promote and strengthen any of the horizontal principles, applicants shall explain which specific actions within the project activities are implemented in reference to them. The quality of specific actions will be assessed and, if applicable, points will be awarded during the assessment of the applications.

The three main principles for assessment and for awarding the points for the contribution to the horizontal principles during the scoring of applications are summarised in the table below:

	Pertinent question or process	Equality between men and women	Equal opportunities and non-discrimination	Sustainable development
POSITIVE	Can the application be selected for funding?	Yes		
	Assessment	3 or 5 points		
NEUTRAL	Can the application be selected for funding?	Yes		
	Assessment	0 points		
NEGATIVE	Can the application be selected for funding?	No		
	Funding decision	Rejected application		

Under no circumstances can an application be selected for funding which might have a **negative impact** on any horizontal principle; such proposals have to be rejected.

Applications that respect horizontal principles, but do not actively contribute to any of them, are considered as **having a neutral impact**. In such cases, applicants need to explain how their projects comply with each horizontal principle. Compliance means that horizontal principles are respected with no contribution to their advancement. Since there is no contribution, zero points are awarded for the horizontal principles. Neutral impact does not diminish chances of selection and such proposals can be selected for financing.

The applications which demonstrate clear and unambiguous contribution to selected horizontal principle(s) are considered to have a **positive contribution**. They will be awarded up to five (5) points during the assessment. Applicants need to prove that their project will have a positive impact on the selected horizontal principle. They are expected to explain measures, tools, and methods that will be taken to advance selected horizontal principle(s) and to define means of verification of the expected impact. Points for horizontal principles will be awarded only if the project description, planned activities and project measures clearly demonstrate that the project will indeed advance the selected horizontal principle(s).

Possible examples of active contribution to horizontal principles

The Programme encourages applicants to consider options to promote and strengthen horizontal principles. In order to support applicants to design projects that will have active contribution to horizontal principles, potential areas of intervention are listed in this section, grouped around each horizontal principle. The below lists with examples are by no means exhaustive but they provide indications of potential actions. Applicants are encouraged to be creative and to integrate horizontal principles in a way which fits the project context.

Equality between men and women

All projects are obliged to avoid discrimination based on any kind, including based on gender. Respecting the gender equality principle means that women and men, and girls and boys, have the same possibilities to participate in actions supported by the Programme, and to take part in benefits resulting from these actions. This is considered a neutral impact having no active contribution to the gender equality principle.

In order to be appraised as a project which actively contributes to the gender equality principle, the applicants need to demonstrate that their project will make a positive change to gender inequality. Applicants are advised to describe the situation in which people are treated differently simply because they are male or female, rather than on the basis of their individual skills or capabilities. With reference to a baseline situation, applicants should explain which specific actions will ensure overcoming identified gender inequality.

Potential areas of intervention:

- equal access to, use of and benefit from all specific resources where gender inequalities were identified;
- women's economic empowerment, entrepreneurship and leadership;
- political empowerment of women;
- promotion of women/girls throughout actions in science, sport or another field where they are underrepresented;
- gender mainstreaming and gender sensitive budgeting;
- any other area of intervention with identified gender divide.

Equal opportunities and non-discrimination

The purpose of the equality and non-discrimination principle is to prevent any discrimination based on gender, age, ethnic origin, religion or belief, sexual orientation, disability or other such grounds. Prevention of the discrimination should be ensured from the project outset and, if selected, during the project implementation, monitoring and reporting. Accessibility for persons with disabilities should be taken into account throughout the project life cycle. **Ensuring equality and non-discrimination is a must and is considered as having a neutral impact with no points awarded.**

To be considered as a project with an active contribution to the equality and non-discrimination, applicants need to describe vulnerable groups, explain situation(s) in which they are at risk and show how the project will reduce or eliminate that risk.

Potential areas of intervention:

- assessment of needs of target groups, identification of groups or individuals who need specific forms of protection and special measures of protection of those at risk;
- building capacities of vulnerable groups (including people with disabilities ²⁴, elderly people, children, disadvantaged women, unemployed, poor/homeless, ethnic minorities etc.) to articulate their needs, and address them to a responsible and competent body(s);
- humanitarian activism based on identified needs of target groups;
- bridging the age gap to promote social inclusion of older and/or young people by promoting intergenerational dialogue and solidarity;
- social inclusion through silver economy actions (all economic activities linked to older age groups), engagement of young people, people with disabilities or any other disadvantaged

²⁴ The UN Convention on the Rights of Persons with Disabilities defines persons with disabilities as 'those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others'.

group through developing and strengthening skills, knowledge, tools and other resources needed.

Sustainable development including environmental sustainability

The Programme is committed to the responsibility to conserve natural resources and protect ecosystems to support health and wellbeing, now and in the future. All projects need to fully respect the Union environmental *acquis* and national legislation on environmental matters. Full respect is necessary regarding legal requirements of the Natura 2000 network, the Water Framework Directive, the Habitats and Birds Directives. They should take into account the UN sustainable Development Goals, the Paris Agreement and the 'do no significant harm' principle.

Respecting above legal requirements and the DNSH principle as well as green public procurement means having a neutral impact and no points are awarded. **To have an active contribution to the sustainable development principle, projects should not only respect this principle but also contribute its promotion and realisation.** Applicants are expected to explain how their project contributes to the environmental sustainability when compared to the baseline situation.

Potential areas of intervention:

- environment and climate change awareness campaigns for individuals' and groups' behavioural change;
- awareness raising as a part of the adaptation process to manage the impacts of climate change, enhance adaptive capacity, and reduce overall vulnerability;
- establishment and/or sustainable maintenance of green public spaces within urban environment including community gardens;
- waste recycling which goes beyond mere waste collection and separation;
- energy efficiency including promotion and use of renewable energy sources;
- voluntary, non-profit community actions to reduce pollution and protect the environment;
- any other actions resulting in improved environmental sustainability.

As stipulated in the IP document, during the implementation of the Programme the MA will promote the strategic use of Green Public Procurement, therefore PP-s are encouraged to use more quality-related and lifecycle cost criteria. When feasible, environmental and social considerations as well should be incorporated in the procedures.

The Programme promotes the Nature-based solutions and New European Bauhaus initiative, having the MA/JS inform the MC about it, provide opportunities how to adjust to them during project implementation, moreover provide best practice to future applicants. Please note that the Programme promotes also the New European Bauhaus and nature-based solutions, as well as green

public procurement. **The relevant booklets can be found on the programme website:** <http://www.huhr-cbc.com/en/planning-of-the-2021-2027-programme>.

4.3 Capitalisation

Due to the fact that the current programming period 2021-2027 sees **already the sixth iteration of Interreg/ETC**, and since the current Programme is the fifth EU-funded cooperation initiative between the two Member States (from PHARE PSPF and the Neighbourhood Programme 2004-2006 to the Hungary-Croatia (IPA) CBC Programme and the Interreg V-A Hungary-Croatia Cooperation Programme 2014-2020), **it is expected both on programme and on project level** that previous experience is built upon and that the results of the earlier cooperations are used for new projects. **Potential applicants have to consider what has been achieved so far and have to strive to establish active linkages with those previous joint results.**

Capitalisation activities of the stakeholders should not only extend to the Hungarian-Croatian programmes of the past but, due to the overlap of the programme eligible area with other cross-border programmes such as e.g. Slovenia-Hungary or Croatia-Serbia and Croatia – Bosnia and Herzegovina – Montenegro, **also to other cross-border Interreg programmes** that have shown achievements in the previous programming period(s).

Moreover, transnational Interreg programmes such as **the Danube Transnational Programme and its funded projects** also represent substantial value for current and future cross-border cooperations, next to projects financed in the area from other sources of the EU, e.g. in the framework of **the LIFE programme**.

In order to get a broader picture of successfully implemented projects and best practices that you could use in your planned project, please refer to following information sources, among others:

- the project database of the Interreg V-A Hungary-Croatia Cooperation Programme, at <http://www.huhr-cbc.com/en/project-database>
- the database of Interreg programmes at <https://interreg.eu/>
- the website of the Danube Region Strategy at <https://danube-region.eu/>
- and the website of the Danube Region Programme at <https://interreg-danube.eu/>

5. PROJECT LOGIC AND INDICATORS

Based on Article 16 of the CPR, the Member States have to establish a performance framework to allow monitoring, reporting on and evaluating programme performance during implementation, and to contribute to measuring the overall performance of programmes. This performance framework consists of **output and result indicators linked to the Specific Objectives**, of milestones for output indicators and of targets for output and result indicators alike.

The overall set of indicators, established during the planning exercise of the Programme, has to cover a large majority of the actions and of the budget allocated. At the same time, **programmes were encouraged to select a limited number of output and result indicators** which are widely relevant to the different actions and which capture the most important intended outputs and results through monitoring. Finally, Interreg programmes are expected to **use the Interreg-specific common indicators as well.**

The IP document lists the indicators of the Programme at the end of the description of each SO. Since indicators are aggregated from the project level each project has to reflect on them in order to enable the measuring of the project's performance, the performance of the SO and the performance of the Programme as a whole. **LP-s will have to plan programme-level output and result indicators, general indicators, horizontal indicators and communication indicators, and** additionally they will be able to set **their own project-specific indicators** as well.

Projects are required to establish **a clear result-oriented approach** contributing to the achievement of the SO-s thus the result indicators of the Programme. The project intervention logic **should logically reflect the path of the project and the necessary steps that will lead to a change the project seeks to achieve.** It should be clear, simple and easy to monitor and implement. The coherence of the project intervention logic (the project's main and objectives, activities, outputs and results) should **follow logically the Programme' intervention logic** (specific objectives, actions, outputs and result indicators).

To aid the project partnerships in the selection and proper filling in of indicators, the Programme has created a **'Guidance Document to the Interpretation of Indicators'** document which forms part of the present CfP and has to be used by every LP when drafting the application. **For details on project logic and indicators please refer to the separate document!**

6. SUBMISSION RULES

6.1 SUBMISSION TECHNICALITIES

6.1.1 Content of the application package

The whole application package and other relevant documents (e.g. the IP document) **can be reached on <http://www.huhr-cbc.com>:**

- Call for Proposals,
- Guidelines for Applicants with appendices and annexes:
 - Appendix 1: Recommended content for feasibility assessments,
 - Appendix 2: Formal- and eligibility assessment grid,
 - Appendix 3: Quality assessment grid(s).
 - Annex 1: Statement of the Lead Partner,
 - Annex 2: Statement of the Project Partner,

- Annex 3: Partnership Statement,
 - Annex 4: Template of the Declaration on greenhouse gas emission reduction – only for projects in Priority 2, SO (i).
- Eligibility of Activities,
 - Eligibility of Expenditure,
 - Guidance on the Interpretation of Indicators,
 - Guide for the Resilience Assessment of Projects Funded Under the Interreg VI-A Hungary-Croatia Programme,
 - User Manual for the INTERREG+ Application Module,
 - Draft Subsidy Contract for the EU Contribution and draft SC General Conditions: for information purposes only; the right of applying changes to the document is reserved,
 - Model Partnership Agreement: for information purposes only; the right of applying changes to the document is reserved,
 - Handbook to Tourism Projects, approved by the Joint Monitoring Committee of the HU-HR (IPA) CBC Programme 2007-2013.

6.1.2 Language of the application process

The application has to be filled in in English, being the official working language of the Programme. Exceptions are certain supporting documents: they are to be submitted in the national languages (Hungarian or Croatian), depending on the LP / PP.

6.1.3 Submitting the applications

The application must be submitted by the LP solely through the online Interreg+ system.

The submitted application must contain all the required data and the required accompanying documents, which are considered as annexes to the proposal and have to be uploaded as scanned documents (signed by the legal representative of the Lead- or Project Partners' organisation) in Interreg+.

Original versions of the documents the copies of which are uploaded into Interreg+ must be provided to the JS upon request and prior to contracting.

The submission deadline of applications in the INTERREG+ system is:

29 November 2024, 12:00 CET (according to the system's clock).

Submission attempts after this deadline will be blocked by the INTERREG+ Application Module and the applications cannot be submitted.

Please note that there is no in-built warning message neither for the approaching of the 12:00 mark, nor about a submission which happened after the deadline.

You are strongly encouraged to not leave the submission click for the last moment before 12:00 CET on November 29!

The INTERREG+ Application Module is available **on the following link:**

<https://huhr.interregplus.eu/21-27>

Please note that applications which are handed in through **any other channel** than the Application Module of INTERREG+ (e.g. are submitted via personal submission, post, courier service, fax or e-mail, or are hand-written) **or ones that are submitted after the deadline will be rejected automatically.**

6.1.4 Approval of data management / Privacy policy

The LP and the PP-s, by submitting the application to the present CfP, duly consent to the fact that the Data Controller (Széchenyi Programme Office Nonprofit LLC) and the Data Processor (R&R Software Zrt.) will manage all the personal data included in the application package and provided in the contracting or project implementation phase, in particular with regard to the data managed in the monitoring and information system. Hungarian Act CXII of 2011 on the Right to informational self-determination and on the freedom of information shall apply to the protection of personal data and to the disclosure of information of public interest. **The data are managed upon the voluntary consent of the LP / PP**, according to Paragraph (1) of Article 5 of the above-mentioned Act.

6.1.5 Completeness of the application

Prior to preparing the application, please read all the documents of the application package and **check which supporting documents need to be uploaded together with your application** (see Chapter 6.2.1 of the Guidelines). As LP request from your fellow PP-s to send you all necessary data and documents in due time, only in this way will you be able to efficiently create a complete application. It is important to stress that **the LP bears the responsibility** for the content of the application.

The application has to be completely **filled in in all its sections in English.**

Please note that all statements have to be certified by the legally authorised representative of the particular organisation issuing the statement. **Please respect the rules that apply to the order of signatures at your organisation!**

6.1.6 Rejection of the application

The application will be rejected if any of the requirements listed below is not fulfilled:

- The application has been submitted via the INTERREG+ system.
- The application has been submitted on time.
- All fields of the application are filled in.
- The application has been filled in in English (technical terms in national languages are acceptable).
- The budget has been prepared in EUR.
- The Partnership Statement has been uploaded into the relevant folder of INTERREG+, is certified ²⁵ by the legally authorised representative of the LP (Certification) and by that of the LP and of the PP-s (Partnership Statement), and belongs to that application to which it is uploaded.
- All construction plans (or equivalent documents, see Chapter 6.2.1) have been uploaded in case of a project with a works component.
- Next to the eligible LP at least one cross-border PP eligible for funding participates in the project.
- In case of an application submitted to SO 4.1 – Developments are exclusively targeting municipalities located in Zone B as defined by the Tourism Handbook.

6.1.7 Handling of complaints

The LP can ask for having an insight in the assessment grids within 10 calendar days after the receipt of the notification letter about the relevant decision by e-mail. In case the LP or the partnership does not agree with the decision of the MA/MC, the LP is entitled to file a complaint.

The complaint can be filed in case the assessment decision:

- infringes the rights stipulated in the Regulations of the European Union;
- presents an encroachment to the CfP published or the procedures regulating the assessment process;

The complaint can be lodged after the formal assessment. The complaint shall

- be written in English;

²⁵ In case of a paper document: stamped, signed and dated; in case of electronic documents: fitted with electronic signature.

- be filed by the legal representative of the LP;
- be addressed to the JS and sent by e-mail to the address of the JS, with the scanned official letter signed by the legal representative of the LP as attachment;
- be sent within 10 calendar days following the receipt of notification regarding the rejection of the project or within 10 calendar days after becoming familiar with the content of the quality assessment, i.e. receiving the anonymised quality assessment grids in e-mail, in case an insight in the assessment documentation was requested;
- contain clear reference to the nature of the encroachment based on EU Regulations, procedures or the CfP.

If the lodged complaint challenges the findings of the quality assessment and the decision on the selection of the projects, **the Complaint Committee examines** the complaint and prepares its technical examination regarding the merit of the complaint.

Firstly, the JS in the name of the Complaint Committee **invites the LP for consultation to examine the quality grids** if it is requested by the applicant. The names of the quality assessors must be removed from the grids before they are sent to the LP by e-mail.

In case the applicant persists on lodging a complaint, it will then be examined on the basis of the information brought forward by the LP in the complaint and the technical examination done by the MA/JS with the involvement of the quality assessors concerned.

As a result of the examination of the complaint **the decision on whether the complaint is justified** and should be considered by the MC is made by the Complaint Committee. In case it is justified, **the case may be sent back to the MC** to review the application and its assessment. The Complaint Committee has to provide the MC with a written justification with explicit reference to the criteria described earlier. **The MC decides whether the revised assessment is adopted** and modifies the initial decision accordingly.

The decision whether the complaint is approved or rejected by the MC **is communicated by the MA in e-mail with a scanned official letter in attachment**, to the LP following the adoption decision on the complaint.

The decision whether the complaint is 'justified and adopted' or 'not justified and rejected' is final, binding to all parties and not subject of any further complaint proceedings within the Programme based on the same grounds.

All complaints shall be forwarded to the members of the Complaint Committee by the JS ex officio and shall be **considered and answered by the MA in 30 calendar days following receipt of the complaint**. This can be extended with an extra 30 calendar days in case further investigations or MC decision are needed. The LP is informed about the extension of the deadline.

Complaints shall be automatically rejected, without any examination in case:

- they were not filed by the LP entitled to submit a complaint;

- they were filed after deadline, i.e. more than 7 calendar days after the receipt of the official rejection letter or more than 7 calendar days after the date of becoming familiar with the content of the quality assessment;
- they do not contain clear reference to the nature of the encroachment based on EU Regulations, procedures or the CfP;
- the subject and content of a complaint corresponds with a complaint already filed and rejected;
- the e-mail did not contain the scanned official letter signed by the legal representative of the LP as attachment.

6.2 DOCUMENTS TO BE SUBMITTED

Besides filling in the application in INTERREG+ it is necessary to upload a few supporting documents to make the application complete. The format of some of these documents is prescribed by the CfP (see the application package), others do not have a set format but are determined by legislation and by everyday practice.

In the following sub-chapter you will find the list of documents to be uploaded together with your application, furthermore some detailed rules concerning documents to be submitted in case of projects with works components.

All original documents have to be retained by the LP at its premises. In case the project is selected by the MC, they might be subject to a later audit / monitoring visit / on-the-spot check.

The requested supporting documents **must be scanned originals**, meaning that the original documents have to be issued by the respective authority, or have to be certified by a public notary / court or by the legally authorised representative of the LP / PP – meaning that they have to be signed, stamped and dated by the person(s) authorised in the establishing document and/or in the specimen of signature to sign in the name of the LP / PP organisation.

The scanned version of uploaded documents can be full-colour or black-and-white and should be saved and uploaded as a PDF file, unless stated differently in the table below. Each uploaded scanned document must be filled in with correct data, **must be openable, legible, and must contain all pages and, where present, an identifiable (legible) stamp and signature.**

6.2.1 List of documents to be submitted

The following documents shall be prepared and uploaded to the INTERREG+ system:

APPLICATION PHASE

Name of document	Description	Compulsory / No completion	Language	Way of submission
Application and annexes <u>for all applications</u>				
1. Application Form	To be filled in electronically via INTERREG+ system according to the instructions of the present GfA and the separate Manual of the INTERREG+ Application Module.	Compulsory. No completion possible.	In English	Filling in by the LP in INTERREG+.
2. Statement of the LP, Statement of the PP(s)	Separate statements properly filled and signed by all applicants (by the LP and each PP) – for the template ²⁶ please see the application package.	Compulsory.	In English	One original document per LP/PP, uploaded as a scan
3. Partnership Statement	One joint statement to be signed by all applicants (by the LP and each PP) – for the template ²⁷ please see the application package.	Compulsory. No completion possible.	In English	One original document per project, uploaded as a scan

²⁶ The applicants must fill in the data about their organisation, but the content and provisions of the statement part cannot be altered in any way.

²⁷ The applicants must fill in the data about their organisation, but the content and provisions of the statement part cannot be altered in any way.

Name of document	Description	Compulsory / No completion	Language	Way of submission
4. Specimen of signature ²⁸	Specimen of signature of all persons (signing e.g. the Statement of the LP / PP) as legally authorised representatives of the respective organisation.	Compulsory.	In the original language	One original document or one copy certified by a public notary for every representative, uploaded as a scan
5. Extracts from register	Extract from register (or equivalent document) of all applicants.	Compulsory.	In the original language	One copy of the document for the LP and every PP, uploaded as a scan
6. Establishing documents	Establishing documents / statutes of all applicants, to prove their eligibility.	Compulsory.	In the original language	One copy of the document for the LP and every PP, uploaded as a scan
7. Curriculum vitae	CV-s of all personnel ²⁹ employed by the LP/PP (i.e. project management staff and project team members)	Compulsory.	In English	One document for every project team member, uploaded as a scan

²⁸ The legal representative of the applicant i.e. the person(s) with the right of representation and signature is determined by the establishing document of every organisation, and the specimen of their signature is kept in a legally prescribed way, depending on the legal status of the organisation. This document – or a copy certified by a public notary – must be submitted alongside with the application.

In case the organisation does not have such a document issued by the relevant institution, it should provide a statement in original language – signed, stamped and dated by its legally authorised representative – declaring that the signature at the end of the statement belongs to the ‘legally authorised representative’ and that ‘the same signature will be used on all official documents in the course of project implementation’. This very statement should then be certified by a public notary. The signatory person (and the signature itself) has to be the same on the AF and on the other statements that are signed by the respective applicant.

²⁹ Please note that CV-s / task specifications / terms of reference of all personnel need to be submitted, regardless of the chosen type of reimbursement of staff costs (real cost or flat rate).

Name of document	Description	Compulsory / No completion	Language	Way of submission
	who will be involved in the implementation, in Europass format, indicating also the planned position in the project. (If not employed yet, then task specification or a terms of reference to that given position.)			
8. Content summary / Terms of reference	To be submitted for those budget items that contain a complex procurement like a study, technical plan, complex software production or similar. In case of trainings and lectures, syllabus (course outline) has to be submitted. The document is to be produced and uploaded for each budget item that fits the above-mentioned description.	If relevant.	In English	One document for every affected budget item, uploaded as Word or PDF file
Further supporting documentation in case of infrastructural investments/works components in the project				
9. Construction plans (engineering	Construction plan and technical description submitted for the building permit ³⁰ .	Compulsory. No completion possible if the project wishes to	In the original language	One document for every works component, uploaded in PDF format

³⁰ Please bear in mind that if an application is selected for financing, all relevant legally binding permits will have to be submitted in the contracting phase. Thus the timely acquisition of permits must be observed. Construction plans should be available also in printed version at the premises of the relevant PP-s receiving financial support.

Name of document	Description	Compulsory / No completion	Language	Way of submission
plans, descriptions)	If the planned works activity does not require a building permit: technical description and the general plan of each building site.	implement the works activity in question.		
10. Photo documentation	Photos taken of the scene of the works activities in its current state, taken from all lots for which land or building registration certificates are submitted.	Compulsory.	N. r.	Pictures uploaded as JPG, PNG or PDF files
11. Maps	Geographical map of the construction / reconstruction / building site(s) (<i>átnézeti helyszínrajz / geografska karta (zemljovid) područja gradilišta</i>), with clear identification of lot number(s) where the applicants plan to implement the works component.	Compulsory.	In the original language	Maps uploaded as JPG, PNG or PDF files
12. Detailed cost estimation of works	Detailed cost estimation / price quotation by type of work issued by a designer, indicating unit prices and the costs of materials and works. /	Compulsory.	In English or in the original language.	One document per type of work, uploaded in Word or PDF format

During quality assessment or in case of implementation, during the verification of costs and on-the-spot checks, the paper version can be requested by the programme bodies.

Name of document	Description	Compulsory / No completion	Language	Way of submission
	Detailed price quotation issued by an actor of the market, indicating unit prices and the costs of materials and works.			
13. Pre-contract on the purchase of property	In case the affected property falls under point 3, letter d) of Chapter 6.2.2 below	If relevant.	In English or in the original language.	One document per piece of property affected, uploaded as a scan
14. Feasibility assessment	<p>Feasibility assessment (<i>megvalósíthatósági elemzés / procjena izvedivosti</i>) for every individual works activity (investment) in SO 2 (iv), Priority 4 and Priority 5 that exceeds 300.000 EUR.</p> <p>The suggested content is detailed in Appendix 1 of the GfA, in order to aid the applicants in preparing the document.</p>	<p>If relevant.</p> <p>[Not relevant in SO 2 (i)]</p>	In English	One document for every relevant works activity, uploaded as a scan
15. Simplified resilience assessment	Self-assessment of the climate change resilience of the planned works component, prepared in line with the requirements of the 'Guide for the Resilience Assessment of Projects Funded Under the Interreg	Compulsory.	In English	One document for every relevant works activity, uploaded as a scan

Name of document	Description	Compulsory / No completion	Language	Way of submission
	VI-A Hungary-Croatia Programme', forming part of the application package.			
16. Declarations on greenhouse gas emission reduction	Declaration on total calculated yearly greenhouse gas emission reduction (total kg CO2 per year) of the building(s) of each of the PP-s included in the project subject to energy renovations (pilot investments). Template to be filled in separately by each of the PP-s and to be certified by a qualified energy expert ³¹ .	Only for projects in Priority 2, SO (i)	In English	One document from every PP having building(s) affected by the works activity, uploaded as a scan
17. Energy Certificate	Certified energy certificate for the initial state of the building prior to the implementation of the investment, prepared using a certification program, containing the	Only for projects in Priority 2, SO (i)	In the original language	Original documents certified by a qualified energy expert for each building affected by the works activity, uploaded as a scan

³¹ Requirement in Hungary: energy certifier (*energetikai tanúsító*, TÉ) or building energy expert (*épületenergetikai szakértő*, SZÉS6) certified by the Hungarian Chamber of Engineering (*Magyar Mérnöki Kamara*) and/or the Chamber of Hungarian Architects (*Magyar Építész Kamara*).

Requirement in Croatia: Certificated Energy Auditor which is certified by national Ministry of Physical Planning, Construction and State Assets according to Building Act (OG 135/13, 20/17, 39/19, 125/19) and Ordinance on persons authorized for energy certification, energy audits of buildings and regular inspections of heating systems and cooling or air-conditioning systems in buildings (OG 73/15, 133/15, 60/20, 78/21).

Name of document	Description	Compulsory / No completion	Language	Way of submission
	CO2 emission values. The document should be elaborated according to the relevant national regulations ³² .			
18. Energy Calculations (for Hungary) and Energy Audit Report (for Croatia)	<p>Documents made by using the certification program that records the (planned) status of the building following the implementation of the works activity as a result of energy efficiency and renewable energy developments, containing the CO2 emission values.</p> <p>The document should be elaborated according to the relevant national regulations ³³.</p>	Only for projects in Priority 2, SO (i)	In the original language	Original documents certified by a qualified energy expert for each building affected by the works activity, uploaded as a scan

³² In Hungary: 176/2008. (VI. 30.) Korm. rendelet az épületek energetikai jellemzőinek tanúsításáról; in Croatia: Ordinance on energy audits of buildings and energy certification (OG 88/17, 90/20, 1/21, 45/21).

³³ In Hungary: Energy Calculations (Hungary): 9/2023. (V. 25.) ÉKM rendelet az épületek energetikai jellemzőinek meghatározásáról; in Croatia: Ordinance on energy audits of buildings and energy certification (OG 88/17, 90/20, 1/21, 45/21).

CONTRACTING PHASE

Please note that the list of documents below is only shared for information purposes, and they shall be submitted only in case the application is selected for funding, during the verification of eligibility as part of the contracting procedure. Applications selected for financing will receive detailed instructions regarding the **documents to be submitted** in the **notification letter** on the award of subsidy.

- **Original, signed Partnership Agreement** between the LP and PP-s of the project.
- In case of national/regional organisations established outside of the eligible programme area, but having a branch office (which is not a legal entity) in the border region, the **proof of at least one year of operation of the branch office in the eligible programme area**.
- **Bank statement proving the establishment of a separate EUR bank account** by the LP for the purposes of the project.
- **Certifications on the payment of contributions and taxes.**
- If relevant, **any additional documents** requested by the MC related to the conditions for approval of the project.

Further supporting documentation in case of infrastructural investments/works component in the contracting phase

- **Legally binding building permits or** Documents certifying the exemption of the construction from building permit.
- **Legally binding environmental permit and environmental impact assessment or** Documents certifying the exemption from environmental assessment / attainment of environmental permit.
- **Proof of status of ownership:** land and/or building registration certificates not older than 30 days at the time of submission.

Please bear in mind that if a application with infrastructural investments/works component is selected for financing the ownership situation for all lots, land or building registration certificates affected by the project works activities will have to be clarified reassuringly in line with the programme rules. Thus the **timely reconciliation of the ownership situation is strongly advised!**

- **Document from the relevant authority, if applicable,** for clarifying issues related to national legislation as identified by the MC based on the assessment.

6.2.2 Ownership issues of land and buildings subject to works components of projects

In case of infrastructural development projects, the LP / the PP-s must prove the quality of ownership or usage rights of the land and/or building involved in the works component. **The ownership has to be proven by a land or building registration certificate from the relevant public registers, according to the national legislation.**

The ownership situation of the area (lots) affected by the project works activities has to be described in section 7.1, 'Location of infrastructure' of the AF.

Three cases can be distinguished:

1. **In case the land or building is owned by the organisation** (LP / PP) implementing the works component, the investment is implemented on own property and only a land or building registration certificate from the relevant public register (HU: *tulajdoni lap*, HR: *ZK uložak*) will be necessary, only in the contracting phase.
2. **Situations can arise where the land or building is not in the exclusive ownership** (*közös tulajdon / zajedničko vlasništvo*) of the organisation (LP / PP) implementing the works component. In these cases the written consent of the joint proprietors (*tulajdonostársak / suvlasništvo*) has to be submitted **during contracting the latest**; in the document the joint proprietors must express that they agree with the implementation of the project and with the continuation of operation until 5 years from the end date of the project's implementation period.

If the land or building constitutes a piece of undivided joint property (*osztatlan közös tulajdon / nedjeljiv zajednički posjed*), the usage agreement (*használati szerződés / ugovor o pravu uporabe*) between the joint proprietors, stipulated in a notarial document or private law contract of equal probative value (*közjegyzői okirat vagy azonos bizonyító erejű magánokirat / javnobilježnički akt ili privatnopravni ugovor jednake dokazne vrijednosti*), as well as the drawing about the functional division of the property (*vázrajz a vagyontárgy funkcionális megosztásáról / nacrt funkcionalne podjele posjeda*) will have to be submitted **at the time of contracting**.

3. **The land or building is not owned by the organisation** (LP / PP) implementing the works component:
 - a) If the ownership of the land and of the building located on it is divided (*elválík a telek és az épület tulajdonjoga / vlasništvo nad zemljištem i građevine koja se na njemu nalazi je podijeljeno*), the project could finance developments on a third party's property. In these cases the owner of the land and the organisation (LP / PP) implementing the works component have to conclude a detailed contract **in case the project is selected for financing**; this contract will have to rule the implementation of the investment and how the ownership of the land and the building will be separately indicated in the public register.
 - b) If the organisation (LP / PP) implementing the works component already **rents, or wishes to rent, the land or building, which is in the ownership of the state or of a county/local government**, targeted with the investment for the duration of the project and for subsequent operation, the relevant contract (*bérleti szerződés / ugovor o najmu*) **has to be submitted for the Subsidy Contract for the EU Contribution**, together with the declaration

of the owner of the property (*tulajdonos hozzájáruló nyilatkozata / izjava vlasnika o suglasnosti*) that it agrees with the submission of the application, with the implementation and the subsequent operation for at least 5 years after the end date of the project's implementation period. The contract must be one that is stipulated for a definite period of time no shorter than 10 years and it must ensure the exclusive use of the investment, according to the activities described in the application and endorsed by the MC, during the implementation of the project and in the following 5 years.

Note: Only land or building in the ownership of the state or of county/local governments can be rented for project purposes.

- c) If the land or building on which an investment is to be implemented is not the property of the organisation responsible for the activity but the organisation acts as the trustee (*kezelő / upravitelj posjedom*) of the property, the trusteeship has to be proven by **submitting for contracting** the relevant contract or any other document proving the trusteeship relation (*kezelői jogviszony / upravljačko pravo*).
- d) If the organisation (LP / PP) implementing the works component wishes to purchase the land targeted with the investment from its current owner then the submission of a pre-contract on the purchase of the property (*adásvételi előszerződés / kupoprodajni predugovor*) is **necessary to the application**. The contract can contain a suspending clause stating that the contract on the purchase will only be stipulated if the project receives funding. In all cases the land concerned must become the property of the LP / PP at the latest by the stipulation of the Subsidy Contract for the EU contribution.

Note: As a general rule the purchase of land for an amount not exceeding 10 per cent of the eligible expenditure of the project can be eligible from the EU contribution. For the details please refer to the Eligibility of Expenditure.

In all cases the building and/or the land must:

- be free of any encumbrances (*tehermentes / bez tereta*),
- not be the object of a claim (*igénymentes / nije predmet zahtjeva*) according to the relevant national legislation,
- not be the object of pending litigation (*permentes / nije predmet parnice*).

The land or building is free of encumbrances and not an object of a claim if nobody has a claim, for the present or for the future, listed in the register (*nyilvántartásban bejegyzett igény / zabilježba zahtjeva u registru*) that could in any way and to any extent hinder the present or future owner of the property in exercising his or her ownership and usage rights.

Encumbrances are e.g. the following:

- mortgage (*jelzálog / hipoteka*),
- restraint on alienation and encumbrance (*elidegenítési és terhelési tilalom / zabrana otuđenja i opterećenja*),
- servitude (*szolgáalom / zasnivanje služnosti*) and

- usufruct (*haszonélvezet / ploduzivanje*).

A claim is e.g. if on the extract from the register of the property in question one of the following entries [*bejegyzés, széljegyzet / upis, uknjižba (u javni registar)*] can be found:

- purchasing right (*vételi jog / pravo prvokupa*), repurchasing right (*visszavásárlási jog / pravo nazadkupa*),
- forcible collection right (*végrehajtási jog / pravo prisilne naplate*),
- existence of a winding-up or liquidation procedure against the owner (*felszámolás vagy végelszámolás / stečajni postupak*),
- a construction or parcel-establishing prohibition (*építési vagy telekalakítási tilalom / zabrana parceliranja ili gradnje*) based on a court or administrative decision, other construction restrictions (*építési korlátozások / ograničenje gradnje*),
- commencement of a parcel-establishing or expropriating procedure (*telekalakítási vagy kisajátítási eljárás / postupak parceliranja ili eksproprijacije*),
- appointing of an auction procedure (*árverés / dražbeni postupak*),
- closure (*zárlat / obustava poslovanja*),
- purchase with the retention of ownership (*tulajdonjog fenntartással való adásvétel / prodaja s pridržavanjem prava vlasništva*),
- suspension of a register procedure (*felfüggesztett telekkönyvi eljárás / suspenzija upisa u zemljišne knjige*).

By the end of an investment type project's period of implementation, and for the approval of the Final Project Report, the following documents have to be submitted next to the report:

- record of the technological delivery session (*műszaki átadás-átvétel jegyzőkönyve / zapisnik s tehničke primopredaje*), together with the statement of the responsible architectural supervisor (*felelős műszaki vezető nyilatkozata / izjava nadležnog građevinskog nadzora*),
- valid permission of use (*hatályos használatbavételi engedély / valjana uporabna dozvola*) or a temporary permission of use (*ideiglenes használatbavételi engedély / privremena uporabna dozvola*) or the documentation (provided by the relevant authority) proving that the LP / PP has handed in its request for the initialisation of the permission procedure,
- operational water rights licence (*vízjogi működési engedély*), if relevant,
- in case of projects containing pilot investment activities in Priority 2 SO, (i) Energy Certificate(s) in original language for the final state of the building(s), prepared using a certification program, containing the CO2 emission values.

7. PROJECT DEVELOPMENT ASSISTANCE

During the period between the launching of the CfP and the submission deadline of applications the JS of the cross-border Programme supports the project development efforts of the applicants through several activities.

7.1 Information days

After the CfP will have been launched, the JS will organise information days **in several locations in the eligible programme area**. These events will supply the potential applicants with practical information on how to prepare their applications properly. **The half-day events** will provide ample opportunity to raise and to answer questions that are of interest to the potential applicants. The dates and venues of the information days (depending also on the technical (IT) background necessary for the presentation of the INTERREG+ system's online Application Module) will be timely published on the Programme's website.

7.2 Partner search forum

In connection to the launch of the First CfP the organisation of **a partner search forum linked to one of the information days** is also foreseen. The events will present a useful opportunity for stakeholders to find the appropriate future partners for their planned project initiatives. Based on the success of the previous partner search forums (of both the 2007-2013 and the 2014-2020 programme) the planned new occasion, too, will hopefully prove to be useful to potential applicants. The date and venue of the event will be advertised well in advance on the official website of the Programme.

7.3 Recommended personal consultations with the JS

It is advised before the submission of an application to **participate at a personal consultation with the JS**. All potential applications (i.e. their PP-s, but mainly the potential LP-s) can schedule at least one individual appointment with JS staff. (For contact details and availability / timing please refer to the sub-chapter below.) The aim of such consultations is not to assess the project idea or the detailed application, but to help potential applicants with the clarification of programme rules as specified within this Guidelines, and to help fit their project idea to the CfP and programme framework.

7.4 Joint Secretariat contacts

Providing accurate and comprehensive information to potential applicants is a prerequisite to an effective submission process of applications, and well-prepared applications are the basis for a successful selection procedure. The programme implementing structures, especially the JS, **are prepared to provide the potential PP-s with CfP-related information** throughout the submission period of the Call.

The equal treatment of potential applicants will be guaranteed in connection to the information to be disseminated, the **opportunities for consultations, the access to frequently asked questions (FAQ)** and related answers and other **personal, written or electronic correspondence** between the potential applicants and the JS.

In the course of the CfP questions coming from both sides of the border may be asked from the JS (present Budapest and Pécs). The staff of the JS is ready to help the potential applicants **by phone or via e-mail. Personal consultations are provided only at pre-arranged appointments** during office hours, in the timeframe indicated below.

Hungary-Croatia JS staff available to potential applicants:

Contact persons and telephones:

Mr András Tálos, Budapest	+36-30-311-4865
Ms Marian Zelei, Budapest	+36-30-581-2229
Ms Andrea Kakas, Pécs	+36-30-863-1925

E-mail: info@huhr-cbc.com

Office hours: For personal consultation:

Tuesday and Wednesday, 9.00-12.00 and 13.00-16.00

We can accept phone calls:

Monday to Thursday, 9.00-12.00 and 13.00-16.00

For a personal consultation (whether physical or online) please arrange your appointment with the given contact person at the indicated telephone number or via e-mail. For personal consultations in English language all JS colleagues are available, while consultations in Hungarian language can be requested from the JS members in Budapest, and consultations in Croatian from the JS member in Pécs.

Please note that JS colleagues are at your disposal for personal consultations **also at your premises; meetings can take place at pre-arranged external locations**, especially if a project partnership or a potential LP has several project ideas to discuss jointly.

The FAQ will be published on the Programme website (<http://www.huhr-cbc.com>) in English as the official working language of the Programme. The FAQ will be published after the opening of the First CfP and will be revised continuously, step by step, based on the questions received.

Please note that with respect to equal opportunities of potential applicants it will not be possible anymore to ask questions (or in any manner to contact the JS) within **3 working days prior to the submission deadline** of the CfP.

8. PROJECT SELECTION

In accordance with Article 22 of the Interreg Regulation, **the selection of projects under the Programme is the responsibility of the Monitoring Committee** following a standardised assessment procedure which safeguards the principles of transparency and equal treatment, and which is in accordance with the Programme's strategy and objectives.

In line with the **main rule** laid down by the IP, the Programme shall finance joint projects which have been selected by the two Member States through an **open call system that covers the whole eligible Programme area**.

Exceptions to this rule during the Programme's implementation period will be the following:

- **Operations of strategic importance** as listed in Appendix 3 of the IP document will be selected by the MC outside the scope of open calls for proposals.
- **Joint tourism developments should exclusively target municipalities located in Zone B** of the border area as defined in the Tourism Handbook, i.e. in the 40 km zone on each side from the three main rivers (Mura, Drava, Danube).

Please note that since the present Guidelines is part of the application package of the First Call for Proposals, **the present Chapter only deals with the regular selection procedure of projects**, meaning the one-step, open call assessment process.

The programme-level document containing all selection procedures is called the Assessment Manual, which is not part of the application package of the current CfP due to its broader scope which includes strategic project selection as well.

DESCRIPTION OF THE ONE-STEP OPEN CALL SELECTION PROCESS:

8.1 Pre-assessment phase

The JS is responsible for the assessment process under the coordination of the MA. Based on the number of received applications, the JS proposes the schedule of the assessment process and forwards it to the MA and the NA-s for information.

Every application receives an individual registry number that will be used throughout the assessment process as a reference number. The format of the registry number is specified by INTERREG+ and ensures precise identification of each application.

8.2 Stages of the assessment process

The selection procedure consists of the following main stages:

- **Formal- and eligibility assessment** – an administrative check.
- **Quality assessment** – assessment of the quality of the applications.
- **Decision of the MC**
- **Notification of the applicants** (including the request of documents necessary for preparing the Subsidy Contract for the EU Contribution).

The assessment process is carried out in INTERREG+, i.e. all assessment grids are filled in the system. In addition, completions shall be submitted also via the INTERREG+ system, and after finalisation of the assessment process all grids are stored electronically in INTERREG+.

8.3 Formal- and eligibility assessment

The formal- and eligibility administrative check is carried out before the assessment of the quality of the applications, and is **based on the formal- and eligibility assessment grid** published as part of the application package.

As a general rule the formal- and eligibility assessment of the applications starts after the deadline for submission expires. Generally, the staff of the JS manages this assessment – they are the formal assessors of the applications.

Only those applications which have met the submission deadline are subject to the formal- and eligibility assessment.

The assessment is performed in order to ensure that:

- the applicants are eligible,
- the supporting documents have been submitted, and
- other administrative requirements have been met.

Each application is checked by two formal assessors to ensure the four-eye principle. The formal assessors check the applications against the grid and mark 'Yes' or 'No' next to each criterion.

If the application is not complete, i.e. any of the criteria listed in the formal assessment grid is not satisfied, **the LP is invited to submit a completion** within maximum 10 calendar days from the date of receipt of the official notification. If necessary, **a second round of completions can be managed**, with a deadline of maximum 5 calendar days, in order to obtain all necessary documents from the LP.

The request for formal completion of the application will be sent out from the INTERREG+ system by e-mail and the completion shall be carried out by the applicants in the INTERREG+ system. After the completion of documents, the JS finalizes the formal- and eligibility assessment grid.

- If after the completion round(s) the application is still not compliant with all of the formal- and eligibility criteria listed in the grid, **the application will be rejected** and will not be subject to further assessment.

- If the application meets all the formal- and eligibility assessment criteria, the formal assessors recommend it for further assessment and **it proceeds to the quality assessment phase.**

The applicants will be notified whether their application was submitted within the deadline, whether it satisfied the formal- and eligibility assessment criteria and, as a consequence, whether it proceeds to the quality assessment.

8.4 Quality assessment

The assessment of the quality of the applications is carried out **against the set of criteria listed in the quality assessment grid** as part of the application package.

Based on the aspects of the assessment the quality assessment grid **is divided into sections and subsections** according to the different aspects of the assessment.

The quality assessment of the applications will be performed by quality assessors, for each application one external and one internal. The assessors involved in the process should possess adequate knowledge in the fields and aspects of the assessment, so that the programme implementing bodies can rely on their assessment when selecting projects for financing.

Quality assessors assign points to each criterion in the assessment grid according to their professional judgement and justify in written form the scoring for each section of criteria. The scoring of each assessment question shall reflect how well developed the application is in terms of that specific question, or how strongly it contributes to that specific field of assessment. In addition to assessing the applications, assessors shall be available for sharing their professional point of view or giving clarification on their assessments in case in a later stage of the assessment procedure questions would emerge (e.g. if the MC needs clarification during project selection or during the complaint procedure).

Assessors must assign only integral number of points, without decimals. **The final score of each application is the arithmetical average of the two total scores given by the assessors.** In order to be recommended for support, the arithmetical average of the total scores **must reach at least 60 points.**

This also means (in theory) that in case only one of the assessors gives a smaller total score than the minimum but the arithmetical average of the scores given by the two assessors is higher, the application still can be recommended for support.

In case some details are unclear in the application which do not allow assessors to assess it entirely, they may initiate a clarification process through the JS. Assessors submit a written notification (via e-mail) to the JS in which they list the questions / clarifications / justifications related to specific applications.

The JS asks the LP to submit clarification within 10 calendar days from the day of receipt of the request (by e-mail, with the 'request a read receipt' option activated) and forwards it to the assessor.

Clarification/justification can be requested only once during the quality assessment process and its aim is only clarification, not the improvement of the submitted application. If the justification is

unsatisfactory the assessor should make a note on the assessment grid that the given criteria was assessed based on the provided data.

After the assessment is completed, the JS prepares **a list of applications recommended for financing**, ranked according to their scores, **and a list of applications not recommended for financing**. The MA presents both lists at the MC meeting in order to facilitate the MC decision on selection.

8.5 Decision on selected projects

The MC is responsible for selecting applications for support. It **takes the decision which applications will be financed, which will be financed with conditions, and which will be on the reserve list and which will not be financed**. The decision is based on the ranking list of applications compiled after the quality assessment.

Ranking lists will be established, one per each opened SO, listing the provisionally selected applications (without or with conditions) that meet the funding thresholds, ranked in descending order by marking the available financial envelope as well.

The ranking lists will also contain a reserve list of applications to be considered for funding if selected projects fail to meet the requirements to sign the Subsidy Contract for the EU Contribution or if additional funds become available after reviewing all proposed budgets for the selected projects from the ranking lists. **The reserve list of the first CfP will remain in force for the rest of the programming period, except** if another, subsequent CfP is opened; in that case the ranking list created as the result of that call's assessment will take over the role of the previous reserve list.

Applications that do not reach at least 60 points as the arithmetical average of the total scores given by the assessors are not recommended for financing, the MC will not discuss them, and they will not be funded.

The MC may decide to support applications with certain conditions (budget modification, compliance with EU or national regulations, with horizontal principles etc). These conditions must be recorded in the minutes of the MC meeting.

According to the ranking list the MC supports applications up to the available allocation of the CfP for each SO. **The MC also reserves the right not to allocate all available funds, depending on the quality of the projects.**

Once the decision is made by the MC, **the MA sends notification letters to the Lead Partners** with the final decision about their application.

The notification letters also include the list of supporting documents required and other conditions that must be fulfilled in order to sign the Subsidy Contract for the EU Contribution. **In case of rejected applications, the JS offers the possibility to check the results of the assessment.**

8.6 Correspondence

Please note that **both the MA and the JS keep in contact with the LP via its contact person** as indicated in relation to the individual project in the application. **Any consequences** (e.g. the missing of deadlines for clarification) resulting from supplying incorrect information (e.g. wrong e-mail address) in the application **shall be borne by the LP**.

9. CONTRACTING

The stipulation of the Subsidy Contracts for the EU Contribution is the legal basis and the prerequisite for funding projects selected for financing from the Programme by EU contribution and matching state contribution.

The notification letter on the approval contains the list of documents to be submitted for contracting, the conditions of the MC (if any) and the name and contact data of the programme manager responsible for the future project at the JS. **The responsible programme manager of the JS examines the documents submitted by the LP at the time of the submission of the application and also those in answer to the notification letter.**

If parts of the documentation already submitted and those requested in the notification letter are not properly submitted, a request for missing documents is issued and, if necessary, personal consultations and/or site visits, documented by the JS, are held in order to assure compliance with the conditions set by the MC and/or with the requirements relating to the documentation necessary for contracting.

- a) **If the documentation submitted at the time of online application and that requested in the notification letter is incomplete or** it describes a situation where one or more PP-s and/or one or more activities and/or one or more works locations (in case of projects with a works component) are **not eligible, the JS recommends to the MA to withdraw from the contracting procedure.** In this case the next project on the reserve list is invited to submit its necessary documents, and it will be starting its contracting process.
- b) If the documents necessary for the drafting of the Subsidy Contract for the EU Contribution have been **properly submitted and examined, the responsible programme manager of the JS prepares and sends a note on the compliance** of the documentation to the MA.

Based on the application, the conditions of the MC (if any) and on the documentation submitted by the LP, the responsible programme manager of the JS prepares the Subsidy Contract for the EU Contribution of the project. The finalised contract is printed and then signed by the Head of the MA. The Subsidy Contract is stipulated with the financial figures displayed in EUR, and the Partnership Agreement signed by all parties is annexed to it. Once the **Subsidy Contract for the EU Contribution is signed**, it is sent or is handed over to the LP where the legally authorised representative signs the copies and returns all but one to the MA. To prepare copies of the Subsidy Contract for the EU Contribution for the other PP-s is the responsibility of the LP.

The contracting procedure for the state contribution of the Hungarian LP-s / PP-s will be managed on partner level, in cooperation of the Hungarian national controllers and the Hungarian National Authority.

10. COMMUNICATION REQUIREMENTS TOWARDS PROJECTS

Communication is an essential part of the project and should be implemented continuously during the project lifecycle. Communication activities should support the projects by bringing their results and benefits to the awareness of the target groups.

In line with the IP document, **communication has to be as 'green' as possible**, with special attention paid to reducing the production of waste. Printed materials are to be reduced to the minimum, giving precedence to digital versions and digital dissemination. Also, all communication should be planned **having in mind the principles of equal access and equal opportunities for everyone.**

The communication requirements for the PP-s are contained in **Article 50 of the CPR, Article 36 of the Interreg Regulation and in Chapter 5 of the IP document.** Based on the CPR, recipients of ERDF funding have to highlight the support received from the Funds in the following ways:

- a) **providing on the website of the PP (if such exists) and on its social media sites a short description** of the project, including its aims and results, and highlighting the financial support from Interreg;
- b) **providing a statement highlighting the support from Interreg in a visible manner on documents and communication material** relating to the implementation of the project, intended for the public or for participants;
- c) in case of projects with a total cost of over 100.000 EUR, **displaying durable plaques or billboards clearly visible to the public**, featuring the emblem of the EU, as soon as the physical implementation of the project involving physical investment starts or the purchase of equipment starts or purchased equipment is installed;
- d) for projects not falling under point (c), **displaying at a location clearly visible to the public at least one poster of a minimum size A3 or equivalent electronic display** with information about the project, highlighting the support from Interreg;
- e) **for Operations of Strategic Importance** and projects the total cost of which exceeds EUR 5.000.000, organising a communication event and involving the EC and the MA in a timely manner.

The PP-s have to **use the logo of the Programme** when using any of the communication tools and whenever communication and promoting project results (as well as the results of the Programme). **The LP bears the responsibility on the project level** for informing the public about the funding obtained from the EU.

The costs of the communication activities of a project can be planned in its budget and can be eligible for funding. The MA, the JS and the National Controllers will ensure **the control of the implementation of the communication measures**, including the examination of the content as well as the technical characteristics of the activities.

Please note that based on Chapter 2.5 of the Eligibility of Expenditure document, **the developing of new project websites is not an eligible cost under the Programme, except** for specialised websites the creation/development of which is one of the professional activities of the project.

LP-s of supported projects will have to create a project-specific subpage on their already existing website, presenting the entire project, and the official website of the Programme will contain links to these in order to help the dissemination of the projects' results.

The detailed communication and visibility rules, such as use of logo, slogan and disclaimers, will be contained in the **Communication and Visibility Guide**.

Appendix 1 – Recommended content for feasibility assessments

1. Executive summary

The following have to be clear from this point:

- Why is it necessary to implement the project?
- What is the cross-border effect of the implementation?

Further aspects related to the project:

- Description of the starting situation, indication of the project location
- Description of the objectives, results, impacts of the project, underlining the reasonability
- Short description of the intended development of capacities, new or upgraded activities/services and technical content
- Implementation schedule
- Introduction of the implementing organisation (LP or other PP)
- Planned operational frame
- Summary of the financial background

2. Project background

- Introduction of the projects' LP:
 - General description of the LB: ownership, human capacity, main profile and its connection with the project, similar developments / implemented projects, especially the results of these and the follow up period / maintenance of the results should be highlighted.
- Economic, social, environmental basics / background information:
 - Only important and relevant background information should be mentioned. Especially the natural and built environment and the issues that may have effect on the project have to be shown.
- Partners and forms of co-operation:
 - Ownership, human capacity, main profile and its connection with the project, similar developments / implemented projects and partnership/co-operation in the past (if any) has to be described;
 - Roles and responsibilities in the project, communication and co-operation in the project.
- Description of specialties:
 - Specialties which are important to understand the opportunities and limits of the project in aspects of implementation, target group, risks, environment, technology, financing etc.

3. Definition of demand/development needs and goals

- Evaluation of the current situation:
 - Starting information, data and procedures should be presented here to point out the reasons which lead to the formulation of the goals and intended results. The result of the SWOT analysis should be mentioned (if there were any).
- Supply and demand analysis:
 - The supply and demand analysis has to show the needs related to the future developments made by the project. The needs of the main consumers / target group and the affecting main trends and expected changes should be outlined. Similar products/services/activities in the closer operational environment have to be described.
- Presentation of the target group(s):
 - Connected to the demand described above, the target groups have to be determined (and their selection be reasoned) and the main composition has to be shown.
- Determination of goals (goals, expected results, effects, impacts):
 - From the viewpoint of goals, expected results, effects, impacts development and cross-border impacts have to be presented as well as the effect on the target groups, the stakeholders, the region, sustainability and the environment.
- Technical and vocational specification, description of project content:
 - Infrastructural conditions, preconditions have to be investigated, accessibility might be a crucial point;
 - Expected technical content of the development;
 - Planned activities.
- Prediction of operational conditions:
 - Structure, main tasks and estimated costs of operation.

4. Implementation of the project

- Project management: legal entity, structure, responsibilities, leaders and experts (qualification, relevant experience have to be described)
- Description of the detailed technical content:
 - It is important that the description has to prove that the presented technical content ensures the proper technical conditions for the operation of the planned development.
- Detailed proposal for operation (technical and human capacity conditions, description of the provided services)
- Business and marketing plan (description of services, pricing, sales):

- Generated value of the activity, uprising advantages for target group, range (how will the development function);
- Description of provided services, pricing, sales promotion with emphasis on at least the sustention period.
- Project (activity) schedule (schedule of the technical implementation as well as the preparatory and management workflows):
 - Timing, sequence and interlacing of the activities, bottlenecks have to be shown;
 - Realistic timing has to comply with the time needs of preparation, connected processes (e.g. public procurement, reporting, authority processes such as permission procedures etc.) and risk management.
- Information and publicity, communication
- Assessment of the project's environmental impact :
 - With emphasis on environmental impacts on elements (water, land, living environment), procedures, structures and built environment. Instruments and actions to be used in the interest of the environment have to be highlighted.

5. Financial analysis

- Prediction of investment costs
- Financial schedule
- Sustainability
- Revenues, handling of receipts

6. Risk analysis and risk management strategy

- Estimation of risks deriving from the factors below has to be made:
 - Risks of technology (risks during preparation and implementation, technological damage, breakdown);
 - Legal factor (related legal environment, regulatory changes);
 - Social factor (stakeholders, public opinion, possible resistance);
 - Financial-economic sustainability (operation costs, economic environment);
 - Institutional factor (changes in the planned operational structure, procurement procedures etc).

According to the estimation of risks a risk assessment/management strategy has to be prepared, reflecting on the potential uprising hazards.

Appendix 2 – Formal- and eligibility assessment grid

Reference No. of the CfP	HUHR/2401
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1. Basic data	
Data of the application	
Application ID	HUHR/2401/
Name of the LP	
Acronym of the application	
Priority, Specific Objective	
Requested amount of EU contribution	
Data of Assessor 1	
First name	
Last name	
Organisation	
Date of assessment	
Signature	
Data of Assessor 2	
First name	
Last name	
Organisation	
Date of assessment	
Signature	

2. Formal rejection criteria	Yes	No	N. r.
2.1F The application has been submitted via the INTERREG+ system.			
2.2F The application has been submitted on time.			
2.3F All fields of the application are filled in.			

2. Formal rejection criteria	Yes	No	N. r.
2.4F The application has been filled in in English (technical terms in national languages are acceptable).			
2.5F The budget has been prepared in EUR.			
2.6F The Partnership Statement has been uploaded into the relevant folder of INTERREG+, is properly certified, and belongs to that application to which it is uploaded.			
2.7F All construction plans (or equivalent documents) have been uploaded (in case of a project with a works component).			34
Comments			

3. Eligibility rejection criteria	Yes	No	N. r.
3.1E Next to the eligible LP at least one PP from the other Member State, eligible for funding participates in the project.			35
3.2E The project activities are in line with the DNSH principle.			
3.3E In case of an application submitted to SO 4.1: Developments are exclusively targeting municipalities located in Zone B as defined by the Tourism Handbook.			36
Comments			
PROPOSED DECISION			
The application is not subject to any of the rejection criteria and can be assessed further.			
The application is subject to one or more of the rejection criteria and has to be rejected.			

4. Compliance of compulsory annexes for all projects	Yes	No	N. r.	Cmpl.
4.1F Statement of the LP, Statement of the PP-s				

³⁴ Can be marked 'Not relevant' only in case of a project without works component.

³⁵ Can be marked 'Not relevant' only in case the LP is a European Grouping of Territorial Co-operation.

³⁶ Can be marked 'Not relevant' only in case of a project submitted to another SO than SO 4.1.

4.2F Specimen of signature of the legally authorised representatives of the LP and all PP-s				
4.3F Extract from register for the LP and all PP-s				
4.4F Establishing document(s) / statutes of the LP and all PP-s				
4.5F CV-s of the project management staff and project team members				
4.6F Content summary / Terms of Reference for budget items of the project that contain a complex procurement				
Comments				

5. Compliance of compulsory annexes for projects with a works component	Yes	No	N. r.	Cmpl.
5.1F Photo documentation of the scene of the works activities in its current state				
5.2F Geographical map of construction / reconstruction / building site(s)				
5.3F Detailed cost estimation / price quotation by type of work				
5.4F Pre-contract on the purchase of property				
5.5F Feasibility assessment for every individual works activity that exceeds 300.000 EUR ³⁷				
5.6F Simplified resilience assessment				
5.7F Declarations on greenhouse gas emission reduction				
5.8F Energy certificate				
5.9F Energy Calculations / Energy Audit Report				
Comments				

6. Compliance with the eligibility criteria	Yes	No	N. r.
6.1E The LP organisation is eligible			

³⁷ Except in SO 2.1

6. Compliance with the eligibility criteria	Yes	No	N. r.
6.2E The PP organisation(s) is/are eligible			
6.3E The ownership situation of land or buildings subject to a works component is in line with the rules of the GfA, Chapter 6.2.2			
Comments			

7. Proposed decision after first round of formal- and eligibility assessment	
The application is to be considered compliant from the formal and eligibility point of view and can proceed to quality assessment.	
The formal / eligibility ³⁸ compliance of the application cannot be judged and a request for missing documents is to be issued.	
The project proposal is to be rejected due to eligibility reasons.	

8. Missing documents / completions to be requested as a result of formal and eligibility evaluation	
9. Comments after completion	
10. Proposed FINAL decision after completion	
The application is to be considered compliant from the formal- and eligibility point of view.	
The application has to be rejected due to eligibility reasons.	

Date of proposal of final decision	
Name of Assessor 1	
Name of Assessor 2	

³⁸ Please underline the relevant word. (It is possible to underline more than one option.)