

Information Days of the Interreg V-A Hungary- Croatia Co-operation Programme 2014-2020



Topics For Today (1)

1. General information about the Interreg V-A Hungary-Croatia Co-operation Programme
2. Overview of the second Call for Proposals
3. Eligibility of a) organisations, b) activities with indicators and c) costs

Topics For Today (2)

4. Content of the application package, submission and selection of project proposals
5. A) The Budget Table
B) Submission via IMIS Application Front Office
6. Communication requirements towards projects

1. The Interreg V-A Hungary-Croatia Co-operation Programme

The Preparations

- start of planning- **November 2011** (bilateral high-level meeting)
- **1st Task Force meeting in July 2012 (+9)**
- **5 planning workshops** (programming experts in 2013 and 2014 for the stakeholders of the border region)
- **1 public consultation (May 2014)**
- **several technical meetings** between the future implementing bodies
- **1st CP submission to the EC in March 2015, approval in September 2015.**
- **Programme launch event / Kick-off Conference** (Čakovec, 10 September 2015), with 300 participants.

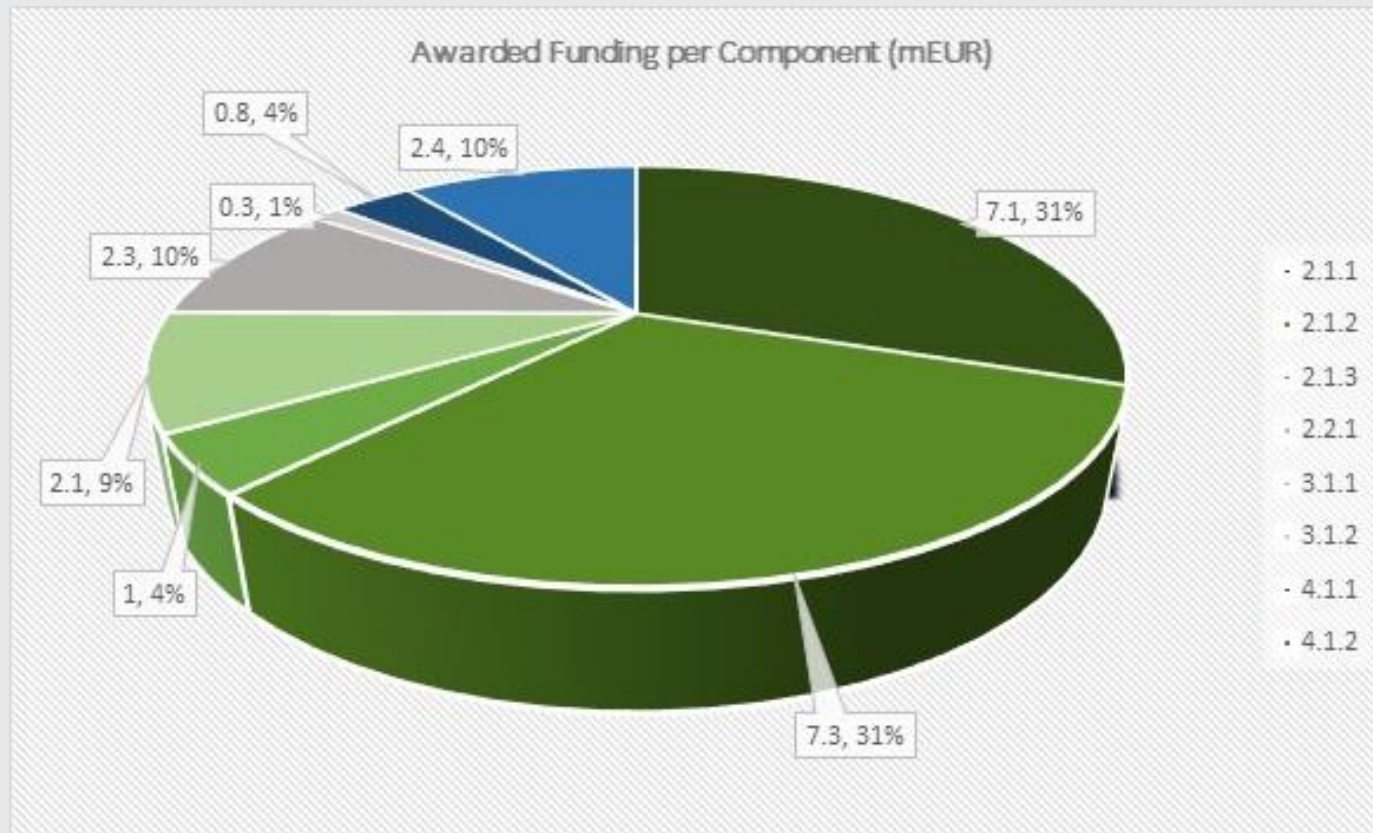
The CP Interreg V-A Hungary-Croatia

- financial perspective **2014-2020**.
- total of **60,8 million EUR** of EU contribution available
- **4 Four Priority Axes:**
 - Economic development (9,96 mEUR)
 - Sustainable use of natural and cultural assets (35,78 mEUR)
 - Cooperation (5,72 mEUR)
 - Education (5,72 mEUR)
- **Same institutional setup (MA, NA, CA, AA, CB/FLC-s),** new and broader MC/ JS (Budapest), one regional office in Pécs and two Contact Points (one as successor of the JTS Info Point in *Osijek*, one new in *Čakovec*).

The 1st Open Call for Proposals

- published on **29 February 2016** with a submission deadline of **31 May 2016**.
- **208 applications** submitted for a total of **82.994.104 EUR**, three times the amount available (26.528.785 EUR)
- project selection: 2-3 March 2017. - **54 projects** selected for a total of **23.383.107 EUR of EU funding**. (76 HU+100 HR)
- most funding dedicated to: **bicycle roads** (7.116.477 EUR) and **tourism attractions** (7.306.966 EUR).
- EU funding transferred so far: **6,7 million EUR**.

1st Call for Proposals Funding



The 'De-mine HU-HR II' Project

- total EU funding from the Programme: **3 million EUR**
- **LB: Croatian Mine Action Center**, Hungarian partners: Baranya County Police Headquarters and Duna-Dráva National Park Directorate
- **activities:** Demining of minefields on the Croatian side, non-technical and technical survey of UXO-s on the Hungarian side, nature rehabilitation activities on both sides, fixing of all border marking stones
- Total area rehabilitated: **1.456.319 m²**.

The Strategic Project in Priority 1

- **„Beneficiary Light Scheme’** – „Fostering value added business cooperation between SME-s operating on different sides of the Hungary-Croatia border’
- an SME development funding scheme specially designed for cross-border cooperation programmes
- structure resembles an **„umbrella project’** - there are **„main’ Beneficiaries** supporting the implementation, and there are **„light’ Beneficiaries** (the SME-s themselves) which join the project in pairs and implement their own parts.

Main Beneficiaries of B-Light Scheme

- **lead Beneficiary:** HAMAG-BICRO
- **main Beneficiaries HU:** Baranya County Development Agency, Entrepreneurs' Centre of Somogy County Foundation (SMVKK), Zala County Foundation for Enterprise Promotion (ZMVA)
- **main Beneficiaries HR:** Regional Development Agency of Slavonia and Baranja (RRA), Virovitica-Podravina County Regional Development Agency (VIDRA), Regional Development Agency of Podravina and Prigorje (PORA), Regional Development Agency Međimurje (REDEA).

https://www.b2match.eu/blight/contact

B Light
BENEFICIARY LIGHT
GRANT SCHEME

Interreg

Hungary-Croatia
Cross-border Co-operation Programme
Where rivers connect

Home | Participants | About B Light | Calendar | Download | Submit | Contact | Register | Login

Welcome to the "Beneficiary Light Grant Scheme" Web Platform

Here you can [find](#) a project partner and [submit](#) your project application

The Beneficiary Light Grant Scheme is an SME development funding scheme specially designed for European Territorial Cooperation (ETC) and cross-border cooperation (CBC) programmes

Detailed information about the Project may be found [HERE](#)

Follow us on Facebook

FIRST CALL FOR LIGHT CONCEPTS OF THE „B LIGHT SCHEME“ LAUNCHED

Croatian Agency for SMEs, Innovations and Investments (HAMAG-BICRO), as Lead Beneficiary launches the 1st Call for Light Concepts for cooperating SMEs of Hungary and Croatia.

Official text of the 1st Call for Light Concepts can be found [HERE](#).

How to proceed?

1. Learn about the "B Light Grant Scheme"
2. Contact your county support organization representative
3. Register on this platform
4. Publish your organizational focus and your collaboration wishes
5. Browse potential project partners
6. Meet your potential project partners at the matchmaking event or contact them directly
7. Submit your Light Concept application

Register for this event
open until 31 Dec 2017.

ORGANISERS

HAMAG BICRO

SCHEDULE

Registration	17 Apr – 31 Dec
Event	29 Aug – 29 Aug

DETAILS

Language	English
Venue	Croatia

BILATERAL MEETINGS

Participants	43
Meetings	6

PARTICIPANTS

Croatia	65
Hungary	58
Total	123

PROFILE VIEWS

Total	5340
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SME Profiles

The screenshot displays the B Light Beneficiary Light Grant Scheme website. The header includes the B Light logo, the Interreg logo, and a banner for the Hungary-Croatia Cross-border Co-operation Programme with the slogan "Where rivers connect". The navigation menu contains links for Home, Participants, About B Light, Calendar, Download, Submit, Contact, Register, and Login. The main content area shows a list of 25 results (124 profiles in total) with filters for Quick Find, Organisation Type, Areas of Activity, Profile Type, and Countries. The profiles listed are:

- A.M.S.-BIOMASA d.o.o.** (Croatia, DARDA, DEJAN RUSMIROVIĆ, HRM) - Show Profile
- ADDO J.D.O.O.** (Croatia, OSIJEK, DOLORES RIBA) - Show Profile
 - Offer:** GEODEZIJA/GRAĐEVINA. Suradnja sa građevinskim firmama iz susjednih zemalja koje žele graditi u Hr...
 - Request:** PRODAJA/KUPNJA NEKRETNINA/PROCJENA VRIJEDNOSTI. Posređujemo kod pronalaženja, kupnje nekr...
- Agromehatronika j.d.o.o.** (Croatia, Donji Kraljevec, Mario Blažeka, CEO) - Show Profile
 - Request:** Solar systems. We are looking for contributors and partners to start production of solar systems for ir...
 - Offer:** Electrical & Electronic solutions. Electrical & Electronic solutions for manufacturing solar systems for l...
- Amnis Watertechnology Ltd.** (Hungary, Hosszúhetény, Károly Révész, executive director) - Show Profile
 - Offer:** Water treatment technology. We assume to teach our partners how to build and use modern water tr...

2. Overview of the Second Call for Proposals (CfP)

Second Call For Proposals

- Published / launched in the frame of the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020 on **31 January 2019** on the official Programme website: <http://www.huhr-cbc.com/>
- IMIS Access FO: <https://imis2014-2020.eu/imis-web/public#!foAppHrLogin>
- Submission deadline: **3 May 2019, 15.00 CET** as logged by the IMIS system.

Second CfP Basic Information (1)

- reference number of the CfP: HUHR/1901
- **Programme and financing source:** Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, approved by EC Decision C(2015) 6228 on 7 September 2015
- **eligible applicants to the 2nd CfP:**
 - public authorities,
 - bodies governed by public law,
 - non-profit organisations governed by private law
- for a detailed description please consult **Chapter 3.1 of the Guidelines for Applicants (GfA)**

Second CfP Basic Information (2)

- **Eligible area:** Supported projects are required to be implemented within the **eligible area of the Programme**, in three NUTS 3 regions located along the border of Hungary and four NUTS 3 regions located along the border in the Republic of Croatia and four NUTS 3 regions located along the borderline NUTS 3 Croatian regions:

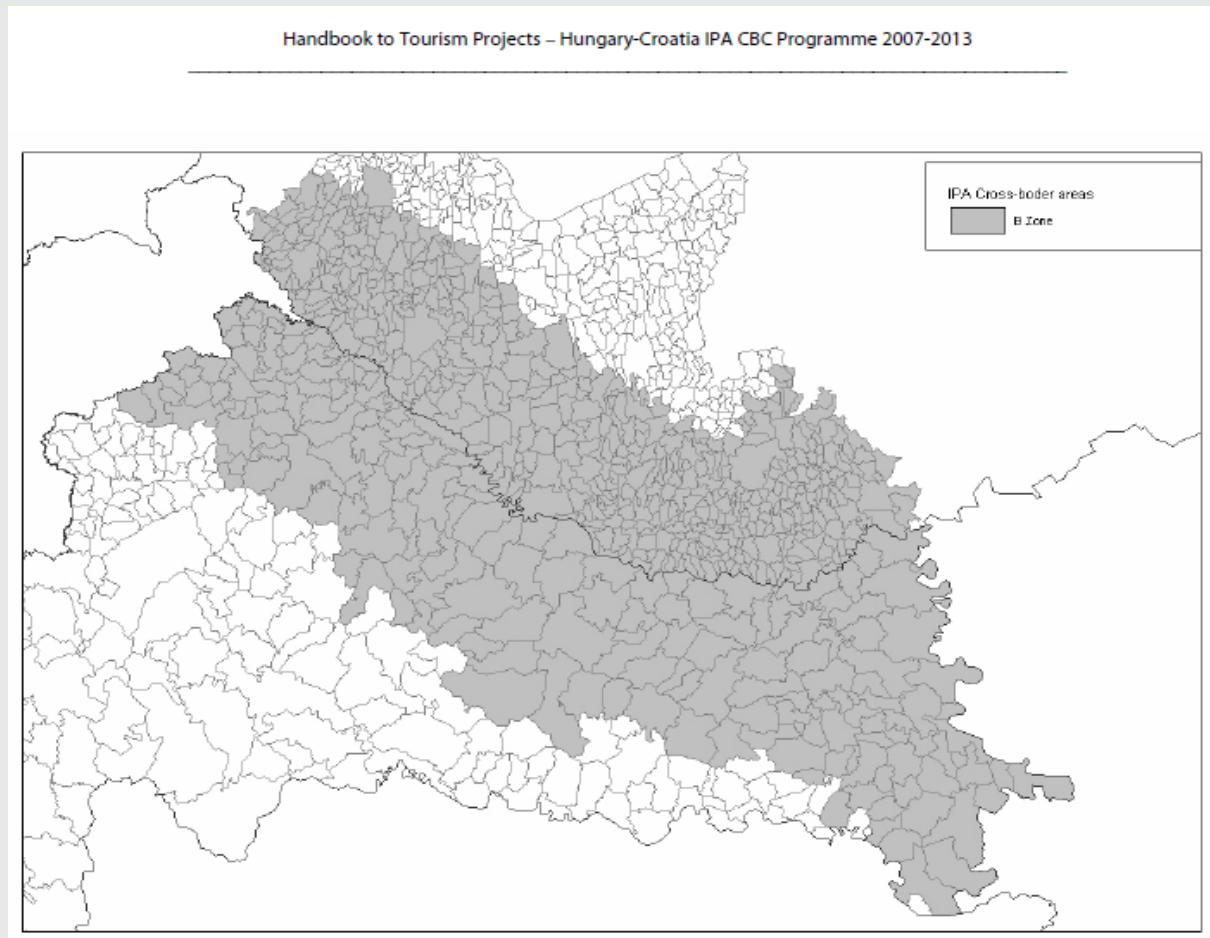
HUNGARY	CROATIA
Zala megye	Međimurska županija
Somogy megye	Koprivničko-križevačka županija
Baranya megye	Virovitičko-podravska županija
	Osječko-baranjska županija
	Varaždinska županija
	Bjelovarsko-bilogorska županija
	Požeško-slavonska županija
	Vukovarsko-srijemska županija

Geographical Location – 11 HU-HR Counties



Geographical Location - Only in SO 2.1.

Developments should **exclusively target municipalities located in Zone B** as defined in the Handbook to Tourism Projects (it also includes zone C).



Second CfP Basic Information (3)

- the **indicative** amount of **20.837.783 EUR** is available for this 2nd CfP from EU contribution (Priorities 2-3-4)
- the **final budget awarded to this Call**, following the evaluation of the project proposals **may vary**, e.g. based on the number of submitted project proposals
- for the detailed description of the **eligible activities** consult Chapter 3.2 of the GfA + Chapter 4 of the Handbook to Tourism Projects
- Minimum and maximum project sizes + duration of projects in Priority 2, S.O. 2.1 (GfA Chapters 4 and 5 (pages 93 to 118) of the Handbook are not financially relevant for this CfP since they were only relevant for the third CfP of the 2007-2013 Programme)

Language of the Call (1)

- language of the CfP and of the project proposals is **English**, in line with the final Co-operation Programme (CP) of the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, approved by the European Commission with the decision number C(2015)6228 on 7 September 2015, officially defining that the:
 - working language of the Programme is English and
 - the language of the subsidy contract to be signed between the Managing Authority and the Lead Beneficiary is **English** as well

Language of the Call (2)

- the application has to be filled in in English
- exceptions are certain supporting documents: they are to be submitted in the national languages (Hungarian or Croatian), depending on the Lead Beneficiary / Beneficiary (see Chapter 4.2 of the Guidelines for Applicants)

Financial Set-up of the CfP

- the indicative amount of the EU contribution for the second CfP to be applied for: **20.837.783 EUR**
- matching state contribution depending on Member State and type of institution
- own contribution:
 - **HU:** 0-5% for Beneficiaries, depending on the category (GfA, Chapter 2.2)
 - **HR:** 15% both private and public entities have to plan currently in the application – state contribution is not available at the moment of publishing the 2nd CfP.

Use of the Euro

- the budget of the project has to be planned in EUR
- project Reports are submitted using the Euro
- the EU contribution is reimbursed to the Lead Beneficiary in EUR
- eventual exchange rate risks are borne by the LB/B concerned (see GfA, Chapter 3.3. and draft Subsidy Contract, Article 4, Point 12)

The Lead Beneficiary Principle (1)

In line with Article 13(1) of the ETC Regulation, the Interreg V-A Hungary-Croatia Co-operation Programme operates on basis of the **Lead Beneficiary principle** - 1 Lead Beneficiary (LB) represents the project and bears overall responsibility for:

1. **Signing Partnership Agreement for relations with other Beneficiaries (B-s) in the project**
2. **Ensuring project development, submission of project proposal to JS and project implementation,**

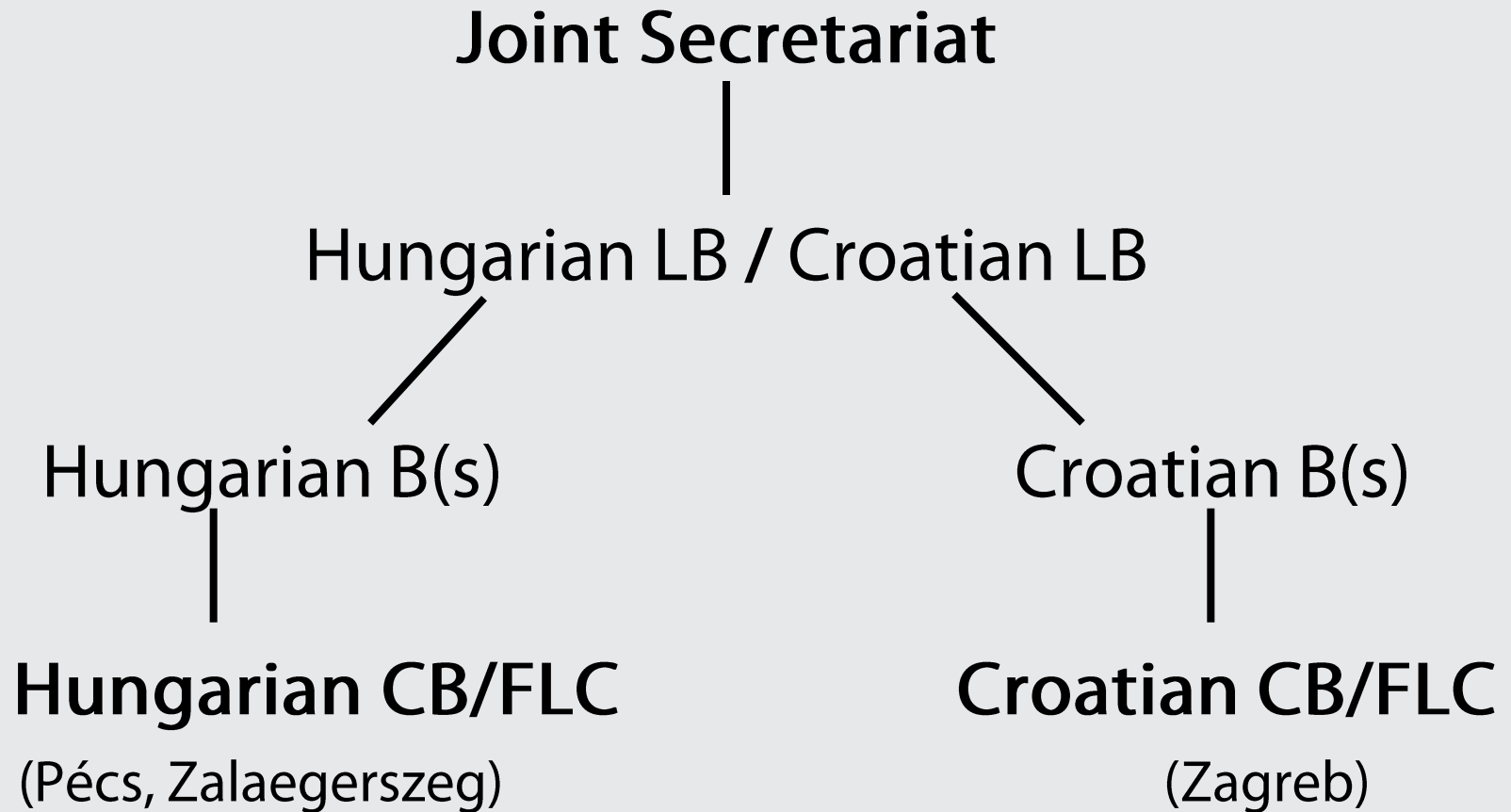
The Lead Beneficiary Principle (2)

3. Ensuring that expenditure presented by B-s is **corresponding to the activities** and has been **validated** by the Control Bodies
4. Collecting declarations of validation of expenditure from B-s, **submitting project report (PR) and application for reimbursement (AfR) to JS**
5. Upon receipt of the EU contribution, **transferring funding to B-s**

Contracting, Reporting and Payment Procedure

- **contracting: one Subsidy Contract** with the MA for the EU contribution for the whole project
- **4-month reporting periods (to HU and HR CBs/FLCs)** – post-financing system
- **90 days submission period** for PR and AfR
- **JS-MA-CA: approval of AfR** and via Certifying Authority (CA), technical transfer of EU contribution to the LB
- **the LB forwards EU contribution** to the B-s

Organisational Setup of Implementation



Information Days and Partner Search Forum

- effort of engaging the local communities and widening the range of Programme beneficiaries the **Information Days** are scheduled for the **first half of March** and covering the **western** and the **eastern part of the Programme area** (4 locations in the border region, always serving the potential applicants of 2-2 counties)
- Published on the official Programme website: <http://www.huhr-cbc.com> and <http://www.huhr-cbc.com/en/information-days-and-partner-search-forum>
- Information on the schedule was also sent to more than 1.200 addressees via **two special Newsletters** in February 2019.

Information Days

The date / town schedule:

- **5 March** in Lenti (HU) for Zala,
- **6 March** in Čakovec (HR), covering Međimurska, Koprivničko-križevačka, Varaždinska and Bjelovarsko-bilogorska counties as well,
- **12 March** in Osijek (HR), covering Osječko-baranjska and also Virovitičko-podravaska, Vukovarsko-srijemska and Požeško-slavonska counties,
- **13 March** in Kaposvár (HU) for Somogy and Baranya counties

All Info days will start at 10 a.m., for venues and other details please check <http://www.huhr-cbc.com/en/information-days-and-partner-search-forum>

Partner Search Forum

- **1 Partner Search Forum** will be organised for the whole border region and for all Specific Objectives
 - Date: **13 March 2019.**
 - Location: **Kaposvár**, the venue of the Information Day for Somogy and Baranya counties – **Somogy-Flandria Incubator House**
 - Timing: **14.00 – 16.00.** (Starts with a lunch for all participants at **13.00** on the spot)
- **well prepared project ideas** which you are ready concisely present the audience, **in English language** (In case of many project ideas the participants will be grouped into separate rooms according to their planned thematic focus)

3. Eligibility of

- a) organisations,
- b) activities with indicators
- and c) costs

3. a) Eligibility of organisations

Eligibility Criteria (GfA 3.1)

- **Eligibility criteria** are related to:
 - Legal status
 - Geographical location
 - Professional and financial background
- **Exclusion criteria**
- Criteria connected to the **project partnership**

Nature of Eligible Organisations (1)

Important note:

In line with the approved Co-operation Programme (see indicative lists of potential beneficiaries under the description of each Specific Objective), **Calls for Proposals within the Programme's framework are 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 project proposals and during project implementation in case of Priority Axis 2, 3 and 4.

Nature of Eligible Organisations (2)

There are two exceptions to that rule:

- **Priority 1** (Economic Development – Enhancing the competitiveness of **SME-s**), managed separately in the framework of an umbrella project (the ‚B-Light Scheme‘)
- for-profit business entities **owned to a 100 per cent extent by the state**, a local government or another public non-profit organisation (such as **state-owned forest companies** of the border area) can be eligible in Priority 2, 3 and 4 – **please consult** in every case with the Joint Secretariat or the staff of the JS Contact Points

Legal Status

In general, the following organisations are eligible to apply for the EU contribution (GfA 3.1.1.1):

- Public authorities,
- Bodies governed by public law (in line with Directive (EU) 24/2014),
- Non-profit organisations governed by private law.

Headquarters Not in Eligible Area (1)

- **basic rule:** the headquarters of the organisation has to be in the eligible Programme area
- if the headquarters of the organisation is **not** registered in the eligible area, the existence of a **local/regional branch office** can justify the participation
- if the **local/regional branch office** has **legal personality** then it should be the B and in case of contracting it can be an LB

Headquarters Not in Eligible Area (2)

If the headquarters of the organisation is **not** registered in the eligible area **and** the **local/regional branch office is not a legal person** then the national/regional organisation has to be the Beneficiary (B).

Conditions:

- the branch office, too, has to prove **at least one year** of operation,
- the leader of the branch office has to be **authorised**,
- management staff has to be **local** and project activities must have a **cross-border character** and implemented in the eligible Programme area.

Professional-Financial Background

- **direct professional and financial responsibility of LB-s / B-s for project preparation and management (cannot be intermediaries!)**
- **proper administrative and financial capacity, including the capability of pre-financing costs and of providing own contribution (where relevant)**
- **project management experience, matching the scale of the funding requested in the present CfP**
- **at least one year of continuous non-profit operation**

Exclusion Criteria (1)

Beneficiaries cannot receive funding if one or more of the following cases apply to them (GfA 3.1.2):

- they are **bankrupt or being wound up**, are having their affairs administered by the courts, have entered into an agreement with creditors, have suspended business activities (...),
- they have been **convicted of an offence** concerning their professional conduct by a judgement which has the force of '*res iudicata*',
- they have been **guilty of grave professional misconduct** proven by any means which the MA or the Croatian NA can justify,

Exclusion Criteria (2)

- they have not fulfilled their obligations related to the payment of social security contributions or the payment of taxes (...),
- 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,
- following another procurement procedure or grant award procedure financed by the EU budget, they have been **declared to be in serious breach of contract** for failure to comply with their contractual obligations,

Exclusion Criteria (3)

- they are subject to a **conflict of interests** connected to their participation in the present CfP,
- they are guilty of **misrepresentation in supplying the information** required by the MA / NA as a condition of participation in the CfP or in failing to supply information,
- they have attempted *to obtain confidential information or to influence the MC or the MA* during the assessment process of the *current or a previous CfP* of the Hungary-Croatia Cooperation Programmes.

Project Partnership

- basic requirement for a cross-border project: **at least one organisation from Hungary and at least one from Croatia**
- possible **roles** in a project:
 - Lead Beneficiary (LB),
 - Beneficiary (B),
 - Supporting stakeholders / authorities (former Associated Partners) – only in exceptional cases.

The Lead Beneficiary (GfA 3.1.4.1)

- **1 Lead Beneficiary (LB) has to be nominated for each project:**
 - **represents and mediates** the whole project towards the programme implementing structures
 - **concludes the Subsidy Contract** for the EU contribution with the MA
 - **Transfers the EU contribution** to the other Bs
 - **Professional and financial responsibility** for the overall **implementation** of the project.

The Beneficiaries (GfA 3.1.4.2)

- can be Cross-border (minimum 1) or Domestic
- all receive EU contribution from the project (through the LB)
- individually responsible for irregularities in the expenditure they declare
- they are responsible for the proper implementation of their project part

Important Notes to the Partnership (1)

- **the number of B-s should be limited**, it should be corresponding to the professional and/or financial needs of the project
- **subcontracted** activities to the Lead Beneficiary / Beneficiary of the **same project** are considered as the **ineligible** expenditure

Important Notes to the Partnership (2)

- LB principle (role of LB)
- number of B-s
- reliability of LB and B-s
- administrative capacities of LB and B-s
- strong cross-border effect
- well-prepared proposals (technical plans, permits)
- contribution to Programme's goals (indicators)
- sustainability of project results
- reasonable budget planning

Financial Considerations

- **Financial liquidity** of B-s necessary due to the timeframe needed for the reimbursement of costs
- **Advance payment in Hungary** for the amount of state contribution per B
- Differences in minimum amount of **own contribution**:
 - HU: 0-5% for Beneficiaries, depending on the category;
 - HR: 15% both private and public entities have to plan currently in the AF
- Subsidy Contracts will be stipulated in **EUR**.

Human Resources Considerations

- **Project management tasks** (day-to-day activities plus reporting obligations)
- **Financial management tasks**
- **Elaboration of a Partnership Agreement**
- **Managing procurements according to the national procurement legislations**

3. b) Eligibility of activities with indicators

Eligible Activities (1)

- **Structure of the Programme:**
 - Priority Axis 1 - Enhancing the Competitiveness of SMEs
 - Priority Axis 2 – Sustainable Use of Natural and Cultural Assets
 - Priority Axis 3 – Cooperation: Enhancing Institutional Capacity and an Efficient Public Administration
 - Priority Axis 4 – Education: Investing in Education, Training, including Vocational Training for Skills and Lifelong learning by Developing Education and Training Infrastructure
 - Priority Axis 5 – Technical Assistance
- **Different minimum and maximum sizes of subsidy, different project durations, different projects (soft / investment-type) per Specific Objectives and Components.**

Eligible Activities (2)

- The Guidelines for Applicants describes the **Specific Objectives in separate tables** (Chapter 3.2 of the GfA)
- **The lists of activities are indicative only, yet the activities of the LB-s / B-s have to fit into these pre-defined, indicative categories**
- A given project can **either** finance
 - elaboration of construction plans or
 - the implementation of the construction of the coherent activities

Eligible Activities (3)

- **Specific Objective 2.1:** Developments should **exclusively target municipalities located in Zone B** as defined in the Handbook to Tourism Projects (it also includes zone C).
- **Minimum and maximum project sizes + duration of projects in Priority 2, S.O. 2.1.** (the rules – GfA (Chapters 4 and 5 of the Handbook are not financially relevant for this CfP) since they were only relevant for the 2007-2013 Programme)

PRIORITY 2 – SUSTAINABLE USE OF NATURAL AND CULTURAL ASSETS

**Available EU contribution:
15.211.969 EUR**

Investment Priority 6c – Conserving, Protecting, Promoting and Developing Natural and Cultural Heritage

2.1 Convert the region's natural and cultural heritage assets to tourism attractions with income generating capabilities

Component 2
Tourism attractions
9.230.273 EUR

Component 3
Thematic routes and other tourism products
2.500.000 EUR

Selection procedure: One-step
Maximum project duration: 24 months
Project size: 200.000 to 1.700.000 EUR
Amount of EU contribution per project:
170.000 to 1.445.000 EUR

Selection procedure: One-step
Maximum project duration: 24 months
Project size: 100.000 to 400.000 EUR
Amount of EU contribution per project: 85.000 to
340.000 EUR

PRIORITY 2 – SUSTAINABLE USE OF NATURAL AND CULTURAL ASSETS

**Available EU contribution:
15.211.969 EUR**

Investment Priority 6d – Protecting and Restoring Biodiversity and Soil and Promoting Ecosystem Services, Including Through Natura 2000, and Green Infrastructure

2.2 Restoring the ecological diversity in the border area

3.481.696 EUR

Selection procedure: One-step

Maximum project duration: 24 months

Project size: 150.000 to 1.500.000 EUR

Amount of EU contribution per project: 127.500 to 1.275.000 EUR



PRIORITY 3 – CO-OPERATION

Available EU contribution:
3.059.379 EUR

Investment Priority 11b – Promoting Legal and Administrative Co-operation and Co-operation Between Citizens and Institutions

3.1 Involvement of more social and institutional actors in cross-border cooperation

Component 1

Thematic co-operation

1.559.379 EUR

Component 2

People-to-people co-operation

1.500.000 EUR

Selection procedure: One-step

Maximum project duration: 20 months

Project size: 150.000 to 300.000 EUR

Amount of EU contribution per project: 127.500 to 255.000 EUR

Selection procedure: One-step

Maximum project duration: 20 months

Project size: 50.000 to 200.000 EUR

Amount of EU contribution per project: 42.500 to 170.000 EUR



PRIORITY 4 – EDUCATION**Available EU contribution:
2.566.435 EUR****Investment Priority 10b – Investing in Education, Training and Vocational Training for Skills and Life Long Learning by Developing and Implementing Joint Education, Vocational Training and Training Schemes***4.1 Improve the role of educational institutions as intellectual centres for increasing the specific local knowledge-base in the region*

Component 1

Co-operation in higher education

766.435 EUR

Component 2

Co-operation in preschool, primary and secondary education and adult education

1.800.000 EUR

Selection procedure: One-step

Maximum project duration: 20 months

Project size: 100.000 to 300.000 EUR

Amount of EU contribution per project: 85.000 to 255.000 EUR

Selection procedure: One-step

Maximum project duration: 20 months

Project size: 100.000 to 250.000 EUR

Amount of EU contribution: 85.000 to 212.500

Indicators (1)

High importance of programme level indicators!

Projects have to **directly contribute** to the expected results and outputs of the relevant **Specific Objective!**

Indicators (2)

Types of indicators:

- Programme level **result** indicator (1)
- Programme level **output** indicators (minimum 1)
- General (minimum 2)
- Horizontal (minimum 1)
- Component specific (minimum 2)
- Project specific (if relevant) (minimum 1 - maximum 5)

To be provided **in the application** - explained in the *,Interpretation of indicators'* document

3. c) Eligibility of costs

Eligibility Period (GfA 3.3.2.1)

- all expenditure has to be incurred between the start and end date of the project as defined in the Subsidy Contract for the EU contribution.
- **exception:** for projects involving infrastructure and works, for external expenditure related to preparation of necessary project documentation (technical plans, permits...) where costs can also be eligible if they occur before the submission of the project application, but not earlier than 1 January 2014.
- incurred and paid by LB/B-s and **verified by appropriate documents**
- directly related to the project, **necessary, planned in the budget**

Eligible Costs (GfA 3.3.2)

- incurred and paid within the **eligible period**
- **efficient, economic, expedient**
- as a general rule incurred in the **eligible Programme area** (exceptional cases: see GfA Chapter 3.3.2.2)
- compliant with **programme-level, national and EU rules / legislation**
- in case of costs planned based on the methodology provided in the **Guidance on Simplified Cost Options** – the **methodology has been used correctly**

Geographical Eligibility of Expenditure

Geographical eligibility of expenditure and flexibility within the rule (GfA Chapter 3.3.2.2):

- **General rule: cost incurred in the eligible Programme area.**
- **Exception: if the project could only achieve its objectives with that expenditure incurred outside EA and:**
 - a. **have to be identified clearly in budget of LB/B within the project activity concerned, with detailed explanation and exact location,**
 - b. **eligibility of operations located outside the eligible Programme area is limited, it has to be ensured in the application phase and later in the monitoring phase that the rules are met.**



Ineligible Expenditure (GfA 3.3.4), Examples

- **taxes** (except VAT in HU/HR, if not recoverable),
- **purchase of existing buildings,**
- **the purchase of land** not built on and land built on for an amount **exceeding 10 % (...)**, except the conditions specified in GfA 3.3.4,
- **bank charges,** except the charges for transnational financial transactions or explicitly **required separate account,**
- **second hand equipment** in general, except conditions as in GfA 3.3.4,
- **conversion costs, charges, exchange losses,**
- **all contributions in kind** (any contribution without money flow),
- **subcontracted activities** to the LB/B of the same project.

Thresholds in the Budget, Examples

- **Preparation costs** (lump sum 3000 EUR per project, divided among Beneficiaries)
- **Staff costs** reimbursed on a flat rate basis (up to 20% of direct costs other than staff costs) / 10% for projects with works, and staff flat rate cannot exceed 100 000 EUR per Beneficiary
- **Real cost - Project management: staff + service** (total management costs only in very exceptional cases more than 10 per cent of the total project costs of each Beneficiary)
- **Equipment for general (office) use** - in the form of a lump-sum for the maximum of 1.000 EUR / B

Thresholds in the Budget, Examples

- Office and administrative expenditure is to be automatically calculated as a flat rate of 15% of the staff costs.
- The cost of the purchased land not built on and land built on must not exceed 10 per cent of the total eligible project expenditure except the cases as in GfA 3.3.3.7.
- Important note: Rental costs of the equipment and materials are to be considered as equipment expenditure (not services!)



VAT in HU-HR

Value added taxes (VAT) are considered as **ineligible cost** in both Hungary and Croatia (see GfA, Chapter 3.3.4)

except

where it is **non-recoverable** under *national VAT legislation*, in line with Article 69(3) of the CPR.

Partner Level Guidelines in HU-HR

Framework set in **Guidelines for Applicants** - detailed rules for Hungarian and Croatian LB-s and B-s are defined in:

- **Az első szintű ellenőrzés irányelvei magyar partnerek számára (Guidelines for Hungarian Beneficiaries)** - <http://www.huhr-cbc.com/uploads/editors/Elsz%C3%A1mol%C3%A1si%20seg%C3%A9dlet%20HU%20FLC%20oct%202017.pdf>
- **Upute za hrvatske korisnike (Guidelines for Croatian Beneficiaries)** - http://www.huhr-cbc.com/uploads/editors/Smjernice%20o%20prihvatljivosti%20tro%C5%A1kova%20za%20hrvatske%20projektne%20partnere%20HU-HR_verzija%203_0.pdf

State Aid Rules

- **National responsibility**
- **Applicable rules in Chapter 4.5 of the GfA**
- **State aid declaration** (as part of the Declaration of the LB / B)
- **State aid check during assessment and contracting (MA)**

4. Content of the application package, submission and selection of project proposals

The Application Package (1) (GfA 4.1.1)

- *Call for Proposals,*
- *Guidelines for Applicants,*
- *Handbook to Tourism Projects,*
- *User Manual of the IMIS 2014-2020 Application Module,*
- *Declarations: Certification – LB declaration – Declaration of the B – Partnership Statement,*
- *Summary of ownership situation (in case of projects with works component, otherwise empty - mandatory),*
- *Project Budget Table,*

The Application Package (2)

- *Assessment grid* templates (simplified F&E, quality),
- *Interpretation of Indicators document*,
- *Draft Subsidy Contract for EU contribution* (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).

Submission of Project Proposals

Deadline for submission:

3 May 2019 by 15.00 p.m. CET, according to the system clock of IMIS 2014-2020

Way of submission:

Electronic submission only, in IMIS 2014-2020! Applications submitted in any other way (e.g. on paper via post or personal submission) will be rejected!

Please regularly check the programme website for eventual new / additional information.

Project Development Assistance (1)

Besides Information Days and Partner Search Forum, **recommended personal consultations** with the JS Contact Points (CP) / the JS (GfA, Chapter 4.6.3):

- strongly advised **before the submission** of a project proposal;
- help to potential Beneficiaries with the **clarification of Programme rules** as specified within the GfA;
- provided **only at pre-arranged appointments at the given office hours**;
- limited to **max. 2 consultations** per draft project proposal.

Project Development Assistance (2)

JS CP/ JS Contact persons and telephones:

- Ms Antonija Bedeniković, Osijek +385-31-221-848
- Ms Andrea Kakas, Pécs +36-72-513-455
- Mr Tvrtko Čelan, Čakovec +385-40-499-408

- Mr András Tálos, Budapest +36-1-224- 3149
- Ms Marian Zelei, Budapest +36-1-224- 3201

Project Development Assistance (2)

Office hours:

Personal consultations:

- Pécs, Osijek and Čakovec: Tuesday and Wednesday, 9.00-12.00 and 13.30-15.00,
- Budapest: Tuesday and Wednesday, 13.30-16.30.

We expect phone calls:

- Pécs, Osijek and Čakovec: Monday to Thursday, 9.00-12.00,
- Budapest: Monday to Thursday, 13.30-16.30.

Project Development Assistance (4)

Hungary-Croatia Joint Secretariat (HU-HR JS)

hosted by Széchenyi Programme Office Nonprofit LLC

H-1053 Budapest, Szép u. 2, 3rd floor

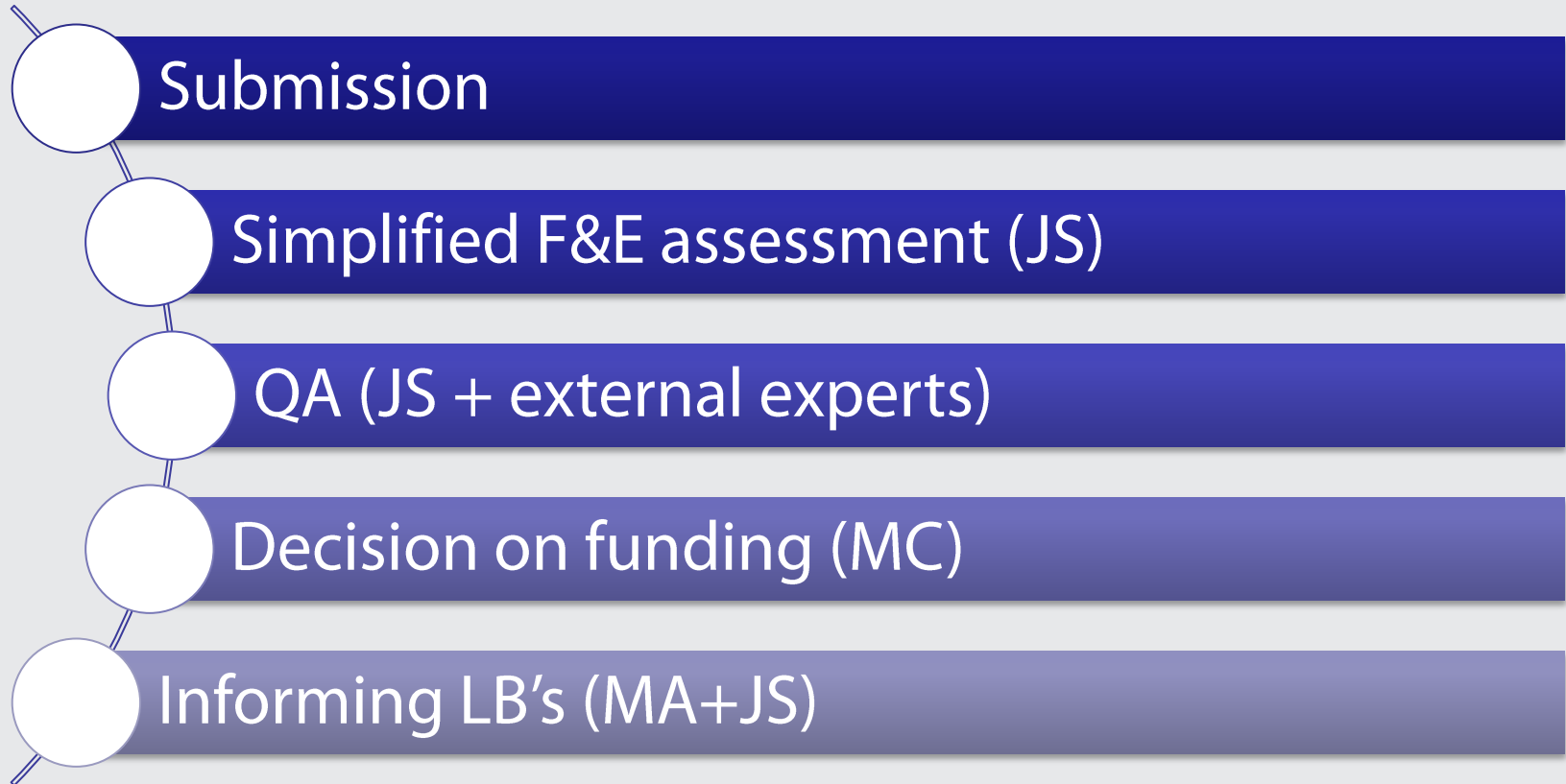
E-mail: info@huhr-cbc.com

No more questions possible or in any manner to contact the JS CPs / JS 3 working days prior to the submission deadline of the CFP.

Project Development Assistance (5)

Please regularly check the website of the Programme (www.huhr-cbc.com) for updated CfP information (Newsletter, Partner Search database, location of events, FAQ etc.)

Selection Process of Regular Projects



Automatic Rejection If Not Fulfilled (1)

- The project proposal has been submitted **in IMIS**.
- The project proposal has been submitted **on time**.
- **All fields** of the project proposal are filled in.
- The project proposal has been filled in **in English** (technical terms in national languages are acceptable).
- The budget has been prepared **in EUR**.
- **The Certification and the Partnership Statement** have been uploaded into the relevant folder of the IMIS, are certified and belong to the proper project proposal.

Automatic Rejection If Not Fulfilled (2)

- **‘Summary of ownership situation’** for all land or building registration certificates *affected* by the project’s works activities has been uploaded (in case of a project with a works component filled template, for others empty template)
- **All construction plans** or equivalent documents have been uploaded (*in case of a project with a works component*)
- Next to the eligible LB at least one **cross-border Beneficiary** eligible for funding participates in the project.

Automatic Rejection If Not Fulfilled (3)

- At least **3/4 joint co-operation criteria**:
 - joint development (obligatory),
 - joint implementation (obligatory),
 - joint financing and joint staffing.
- Important only for **SO 2.1**: developments are exclusively targeting municipalities located in **Zone B** as defined by the Tourism Handbook!
- Important only for **SO 3.1** – none of the Beneficiaries has planned **works activities**.

5. a) The Budget Table – Presentation of the Excel

Purpose of the separate budget table

- **Collaboration tool** (ensures equality in the planning process for all beneficiaries)
- **Implementation efficiency tool** (enables faster and more precise modification process during the implementation)
- **Requirements:**
 - Activities list (to be copied from IMIS)
 - Budget data for all Beneficiaries (to be elaborated in detail and transferred in summarized way to IMIS budgets Datasheet)

5. b) Submission via IMIS Application Front Office

General information

Electronic application format and submission via IMIS – first time in Programme's history (*no hard copy*)

Link: <https://imis2014-2020.eu/imis-web/public#!foAppHrLogin>

Support (technical):

- IMIS Cert Import manuals (Firefox, Chrome, Explorer)
- IMIS Front Office User Manual
- imisoffice@szpi.hu

! One – user role access (no Recording and Signatory user) - responsibility

General information

- ! Multiple applications can be submitted from the same account (IMIS FO)

Important to distinguish:

- ? • IMIS access certificate (file used to enter IMIS)
- Certification of Application (document generated at the submission step to be *printed, signed* by legal representative and *uploaded* to IMIS in order for the application to be formally valid)

- ! Start application creation **on time** – Certification requires signature! (risk of FE assessment rejection)

Advised steps for preparation

- 1 Read the CfP application package documents (content related and technical)
- 2 Register with future account data (e-mail from noreply@imis2014-2020.eu)
- 3 Install the certificate to your browser (technical requirements!) and access IMIS
- 4 Start you application with New option on the Main menu (left-hand side)
- 5 When entering IMIS, start by clicking Search option (left-hand side) to continue with started application
- 6 Ask JS for content-wise support if published documents are not helpfull

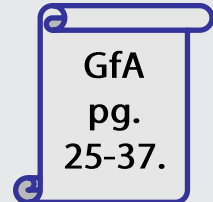
<http://www.huh-cbc.com/en/news/second-call-for-proposals-launched/281>

GfA
pg.
142.

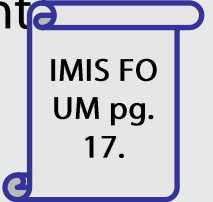
Creating an application in IMIS (1)

Required data to be selected / filled in:

- **Component** (cannot be changed after Start)
- **Project title and acronym** (can be changed later)
- **Start date - End date** (contracting adjustment)
- **(L)Bs datasheets** (have to be filled in at once and later edited with due caution since is prerequisite for many other datasheets)
 - Official / branch office / mailing address (,tick if' cases)
 - Legal (Statutory) representative – Contact person
 - Beneficiary role (can be changed later - amendment of relevant documents e.g. excel budget table)
- **Location of project impact**

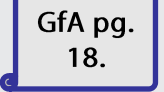
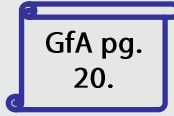

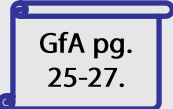
A blue-outlined callout box with rounded corners and a scroll effect at the top and bottom. It contains the text 'GfA pg. 25-37.'

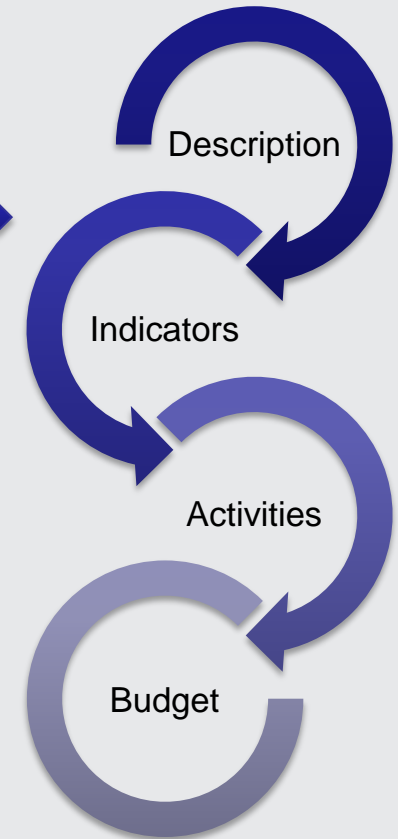
GfA
pg.
25-37.

A blue-outlined callout box with rounded corners and a scroll effect at the top and bottom. It contains the text 'IMIS FO UM pg. 17.'

IMIS FO
UM pg.
17.

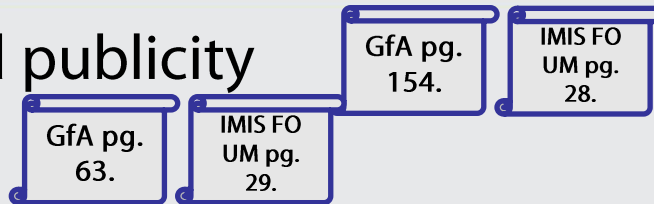
Creating an application in IMIS (2)

- Supporting stakeholders 
- Project description and Summary 
- **CORE of the Project** 
- Indicators (Interpretation of indicators doc!)
- Activities – Activity plan (RPs) 
- Predefined activities (adjust the screen!)
- New activities
 - predefined ones + max. 10
 - ? – concise and informative description
 - in line with excel budget table
 - consequences on other screens when editing (e.g budget)



Creating an application in IMIS (3)

- Information and publicity
- Project budget
 - separate excel file (detailed budget in items in line with eligibility criteria)
 - enter excel budget line with summarized items data to new (+New) budget item – difference in amounts will be assessed during QA
 - data in IMIS budget table prevails!!!
 - editing *Beneficiary* data or *Activity* data – automatic change in *Budget* datasheet
 - deletion of Beneficiary - automatic deletion of its whole budget
 - deletion of Activity - reselection of Activity for affected budget item
- Excel budget table is the **obligatory** Annex to your application



Creating an application in IMIS (4)

- Sources of Funding screen

- automatically calculated

IMIS FO
UM pg.
33.

- insert eligible VAT per Beneficiary

- system check on Total and EU contribution amounts and component limits

- Payment forecast

- 1. upper table (Total cost division through RPs)

IMIS FO
Um pg.
35.

- 2. lower table (EU contribution division through RPs) –auto calc. amounts visible (85%)

- 3. Project team - NO names, only positions

IMIS FO
Um pg.
36.

Creating an application in IMIS (5)

- Infrastructure and works

- *Ownership issues* chapter of GfA

IMIS FO
Um pg.
37.

GfA pg.
126.

- in line with Annexes for works component (e.g. annex 22.a) - *Summary of ownership situation* and annex 24. *Construction plans, etc.*)

- Documents (Annexes)

- **mandatory** annexes (possible risk for FE rejection)

IMIS FO
Um pg.
40.

GfA pg.
126.

- use the **predefined folders** created in IMIS Documents datasheet (do not new ,New' folder option)

- name files in **clear and meaningful** way

- max **30 MB** per file limit

- Saving, Modifying, Deleting the application

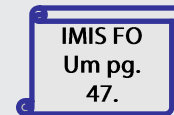
IMIS FO
Um pg.
44.



Submitting the application via IMIS (1)

- Generate Application Form (only PDF)

- any time during filling in
- Draft before submission
- Final saved automatically after submission



- Check and Generate Certification

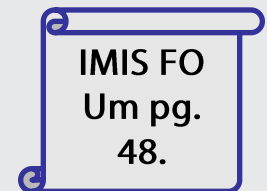
- any time during filling in
- results:
 - if meets the requirements **Certification is automatically offered for download – Submit option is enabled**
 - **error list** containing missing mandatory data is generated (Attention: not all screens!)



Submitting the application via IMIS (2)

- Submission

- **successful Check and Generate Certification** is precondition
- generated Certification - printed, signed by Legal representative, stamped (if required to use) and scanned (**do not mix if downloaded after several successful checks** – good file naming can help!!! Good timing is important!)
- **appropriate (matching) Certification** has to be uploaded to the application after choosing **Submit** option (**no chance to change the uploaded file** - possible risk for FE rejection!!!)
- before submission, **Modify** option can be used any time, **BUT new Certification** has to be generated each time (timing!)



After submission in IMIS

- No warning message about submission deadline from IMIS - late submissions will be **REJECTED**.
- After submission...
 - the applicant receives **automatic confirmation via e-mail**
 - IMIS FO screen changes status of the application to **Submitted**
 - system generated **project ID** as well as the **submission date and time** are visible
- During **project assessment** IMIS is sending **automatic e-mail** with **result** of the simplified FE assessment

GfA pg.
99.

6. Communication requirements towards projects

New Rules in 2014-2020 (1)

- Requirements defined in:
 - GfA of the 2nd CfP and
 - **Project Communication Guidelines** (project implementation - <http://www.huhr-cbc.com/en/project-implementation-documents>)
- For operations/projects **not exceeding 500 000 euro** placing **at least one poster with information about the project** (minimum size A3), including the financial support from the Union, at a location readily visible to the public, such as the entrance area of a building (see CPR 1303/2013).
- More communication **tools** (media, web, social media).
- Focus on the activities to raise **public awareness** (ECDay)
- **New designs** of the billboards (LB and affected B-s) to be placed.
- In case of larger works, more **billboards/plaques**

New Rules in 2014-2020 (2)

Role of the Communication Manager

- Projects (especially larger) are encouraged to have a **separate person within the project team** working part-time or full-time on communication activities
- The main responsibility is to **ensure transparency, visibility and smooth communication** within the project team as well as with the project participants, the media and the general public.
- Should be budgeted appropriately and connected to the **Information and publicity** activities described in the application.

New Rules in 2014-2020 (3)



Magyarország-Horvátország
Határon Átnyúló Együttműködési Program

Ahol a folyók összekötnek

Rövid cím:	[Rövid cím]
A projekt célja:	[A projekt célja]
Vezető kedvezményezett:	[Vezető kedvezményezett]
Projekt partner:	[Projekt partner]
EU támogatás (teljes projekt):	[EU támogatás]
EU támogatás (projektrész):	[EU támogatás]
Projekt kezdete:	[Projekt kezdete]
Projekt vége:	[Projekt vége]



Program prekogranične suradnje
Mađarska-Hrvatska

Gdje rijeke spajaju

Akronim:	[Akronim]
Naziv (cilj) projekta:	[Naziv (cilj) projekta]
Glavni korisnik:	[Glavni korisnik]
Projekttni partner:	[Projekttni partner]
Iznos sredstava Europske unije (projekt):	[Iznos sredstava Europske unije]
Iznos sredstava Europske unije (LB/PP dio):	[Iznos sredstava Europske unije]
Početak projekta:	[Početak projekta]
Kraj projekta:	[Kraj projekta]



Hungary-Croatia
Cross-border Co-operation Programme



European Regional Development Fund

New Rules in 2014-2020 (4)



NO Programme logo for tourism
Actions – NO special attention



Examples



Tourism-related brown signalisation and usage of logos



A cross-border region where rivers connect, not divide

[Continue to website](#)

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HU >



- > Welcome to the official website of the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020
- > Dobrodošli na stranice Interreg V-A Programa suradnje Mađarska-Hrvatska 2014.-2020.
- > Üdvözöljük az Interreg V-A Magyarország-Horvátország Együttműködési Program 2014-2020 honlapján!



Interacting with the Programme

To keep the information flowing, make sure that **you can receive e-mail** from the following addresses:

- info@huhr-cbc.com
- conference@huhr-cbc.com

The Programme on **social media**:

- www.facebook.com/huhr.cbc
- www.twitter.com/InterregHUHRcbc
- #HUHRcbc

Thank you for your attention!

Hungary-Croatia JS