

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



# Topics for today (1)

1. Novelties of the Interreg V-A Hungary-Croatia Co-operation Programme
2. Overview of the first Call for Proposals (CfP)
3. Eligibility of a) organisations, b) activities with indicators and c) costs
4. Content of the application package, submission and selection of project proposals

# Topics for today (2)

5. Communication requirements towards projects
6. General overview of the Application Form (AF)
7. Budget tables of the AF

# 1. Novelties of the Interreg V-A Hungary-Croatia Co-operation Programme

# The Beginnings

- First ever EU funding for HU-HR projects: **the Pilot Small Projects Fund in 2002 and 2003** and financed from Hungarian national **PHARE** sources at the time of Hungary's EU accession and **Funding only for costs incurred by the Hungarian PP-s**
- **The Neighbourhood Programme Slovenia-Hungary-Croatia**, from Slovenian and Hungarian EU accession (2004) to the end of the given financial perspective (2006), **ERDF** for Slovenia and Hungary, **CARDS** and later **PHARE** for Croatia with available EU funds: **25,5 + 6 million EUR**, **Two Calls** in all three countries simultaneously, **156 projects** → **projects** with funding possible also in Croatia

# IPA HUHR CBC 2007-2013

- Instrument for **Pre-accession Assistance**: a new tool to prepare candidate countries for EU membership and funds.
- **Five components**, one of them (II.) dedicated to cross-border co-operation.
- The HU-HR (IPA) CBC Programme 2007-2013: **two priorities** for projects, **fourteen Actions**.
- Three Calls, **169** contracted joint projects, total of **53,3** million EUR of EU contribution, and balanced HU and HR share
- Strategic approach to joint tourism development – **Regional Tourism Product Plan (RTPP) and Tourism Handbook**

# HUHR co-operation now

- Start of planning the new Hungarian-Croatian programme in **November 2011** with a bilateral high-level meeting.
- First **Task Force** meeting in July 2012, followed by nine more
- **Five planning workshops**, held by the programming experts in 2013 and 2014 for the stakeholders of the border region, **and one public consultation** organised in May 2014, several technical meetings between the future implementing bodies
- First CP submission to the EC in **March 2015**, approval in **September 2015**
- **Programme launch event/ Kick off Conference** (Čakovec, 10 September 2015)- 300 participants

# The CP Interreg V-A Hungary-Croatia

- For the financial perspective **2014-2020**.
- A total of **60,8 million EUR** of EU contribution.
- **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*)

# Differences 2007/2013 vs 2014-2020

- Less than previously, follow up of the previous 2007-2013 programme
- **Thematic variety** basically depending on the border region → **thematic concentration** leading to the choosing of 4 Thematic Objectives in Interreg V-A HUHR Programme
- **Adjacent regions** in Croatia, with limited possibilities for receiving funding → PP-s (now B-s) from all Croatian counties involved in the programme are **equally eligible**
- **No strategic projects** → **one strategic project** for the continuation of de-mining and rehabilitation activities (De-mine HUHR II), starting in spring 2016, **and one special scheme** for the supporting of SMEs
- Use of the **PraG** → use of **national** procurement legislations.

# 2. Overview of the First Call for Proposals (CfP)

# FIRST CALL FOR PROPOSALS

- Published/launched in the frame of the INTERREG V-A HUNGARY-CROATIA CO-OPERATION PROGRAMME 2014-2020 **on 29 February 2016** on the official Programme website: <http://www.huhr-cbc.com/>
- Submission deadline: **31 May 2016, 17.00 CET**
- CfP timeframe (submission) in line with the best practice from HUHR (IPA) CBC Programme 2007-2013

# First CfP basic information (1)

- Reference number of the Call for Proposals (CfP): HUHR/1601
- 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: The following organisations are eligible to apply to the First Call for Proposals:
  - 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)**

# First 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-podravaska županija
	Osječko-baranjska županija
	Varaždinska županija
	Bjelovarsko-bilogorska županija
	Požeško-slavonska županija
	Vukovarsko-srijemska županija

# First CfP basic information (3)

- The **indicative amount** of 26.528.785 EUR is available for this First Call for Proposals from the EU contribution, for Priorities 2-3-4
- The **final budget awarded to this Call**, following the evaluation of the project proposals **may vary** based on the number of submitted project proposals
- For the detailed description of the eligible activities consult Chapter 3.2 of the Guidelines for Applicants (GfA) + Chapter 4 of the Handbook to Tourism Projects
- Minimum and maximum project sizes + duration of projects in Priority 2, Spec. Objective 2.1 the rules are contained in the GfA, so 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 Hungary-Croatia (IPA) CBC Programme 2007-2013
- **Important Note: Priority 1 (Enhancing the Competitiveness of SMEs) of the Programme is not being published** at the moment and is therefore not subject of the present Call (!)

# Language of the Call (1)

- Language of the CfP and of the project proposals is **English**, in line with the final Operational Programme (OP) / 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 **AF 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 first CfP to be applied for: 26.528.785 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 AF – to be defined later by the national level in Croatia at the time of contracting

# 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. One 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
3. Ensuring that expenditure presented by B-s is corresponding to the activities and has been validated by the Control Bodies

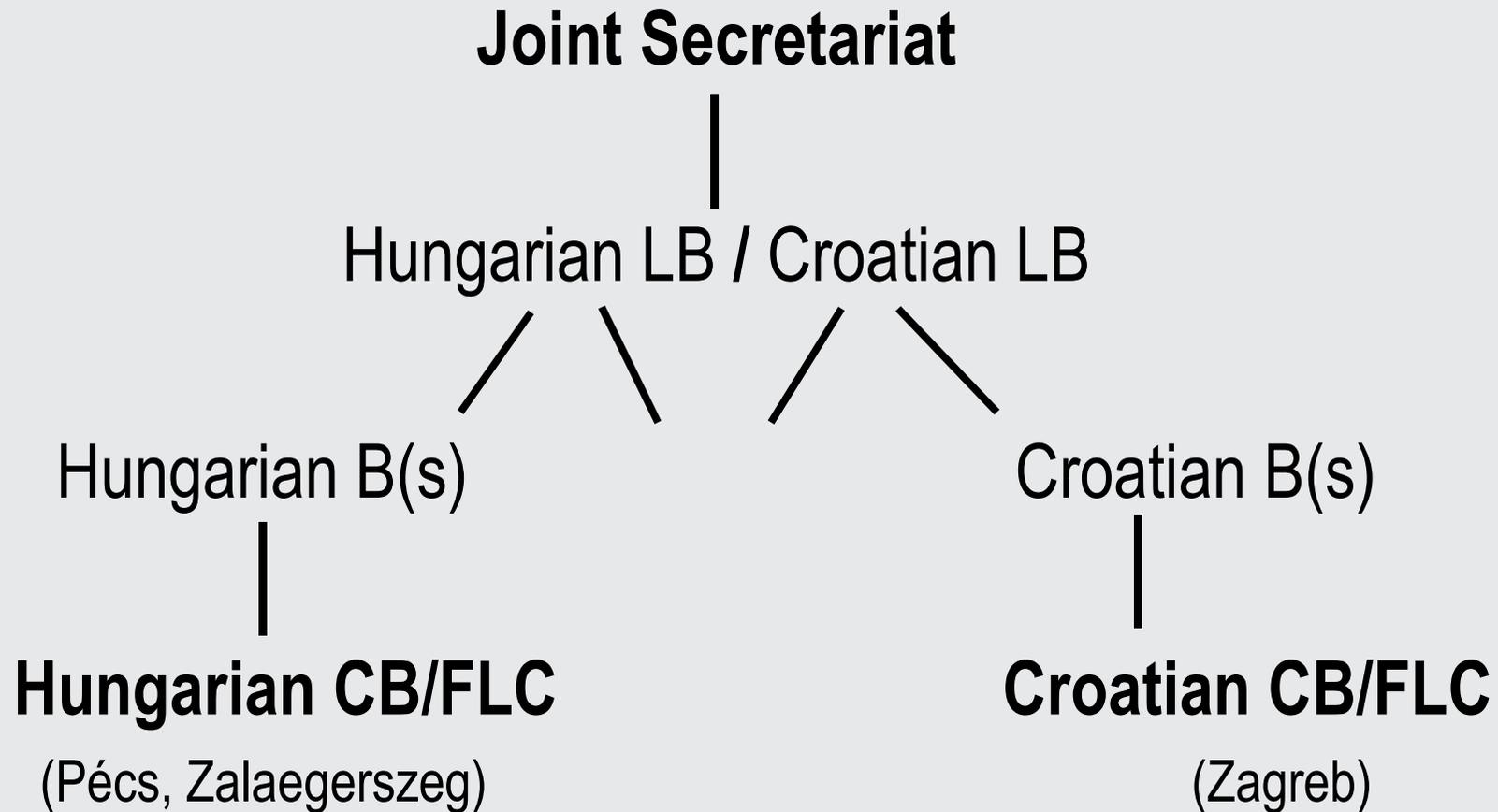
# The Lead Beneficiary principle (2)

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 Forums

- In an effort of engaging the local communities and widen the range of Programme beneficiaries the **Information Days, scheduled for the first half of April**, are held in the **seven (7) border counties** and the **morning Information Days will be paired with afternoon Partner search events in four (4) of the venues**, focusing on the supported thematic fields, covering the **western and the eastern part** of the Programme area
- Published on the official Programme website: <http://www.huhr-cbc.com/> and <http://www.huhr-cbc.com/en/information-days-and-partner-search-forums>
- Information on the schedule was also sent to more than 750 addressees via **special Newsletter** on 16 March 2016 and again **direct mail reminder** in the last week of March

# Information days

## The date/town schedule:

- **4 April**, Baranya (HU), Pécs
- **5 April**, in Osječko-baranjska (HR) covering also Vukovarsko-srijemska; Zlatna Greda
- **6 April**, Virovitičko-podravska (HR) covering also Požeško-slavonska; Virovitica
- **11 April**, Somogy (HU), Nagyatád
- **12 April**, in Koprivničko-križevačka (HR) covering also Bjelovarsko-bilogarska; Križevci
- **13 April**: in Međimurska (HR) covering also Varaždinska County; Čakovec
- **14 April**, Zala (HU), Nagykanizsa

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

# Partner Search Forums

## Eastern Part of Programme Area:

- *Priority 2* (field of Tourism and Environment / Nature Protection)
  - **4 April**, Pécs
- *Priority 3 and Priority 4* (Cooperation and Education)
  - **6 April**, Virovitičko-podravaska (HR) covering also Požeško-slavonska; Virovitica

## Western Part of Programme Area:

- *Priority 3 and Priority 4* (Cooperation and Education)
  - **11 April**, Nagyatád
- *Priority 2* (field of Tourism and Environment / Nature Protection)
  - **12 April**, Križevci

All Partner Search Forums will start at 13:00 p.m., for venues and other details please check at <http://www.huhr-cbc.com/en/information-days-and-partner-search-forums>

# 3. Eligibility of

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

# 3. a) Eligibility of organisations



**Hungary-Croatia**  
Cross-border Co-operation Programme



# 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 **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 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 **SMEs**), to be launched at a later stage, following the setting up of its implementation structure
- 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.



**Hungary-Croatia**  
Cross-border Co-operation Programme



# Legal status

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

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

# Public authorities

- legal entities established and governed by public law
- They exercise **authority**: they are empowered by law to make and enforce decisions in the field of their specified tasks.
- They are directly part of the system of **public/state administration**.

# Bodies governed by public law

- They meet **needs in general interest** and do not have an industrial or commercial character.
- They have **legal personality**.
- They are **financed**, for the most part, by the state, regional or local authorities or other BGPL-s; or are subject to **management supervision** by such bodies; or have a **board** more than half of which is appointed by the state, regional or local authorities or other BGPL-s.

# Non-profit organisations governed by private law

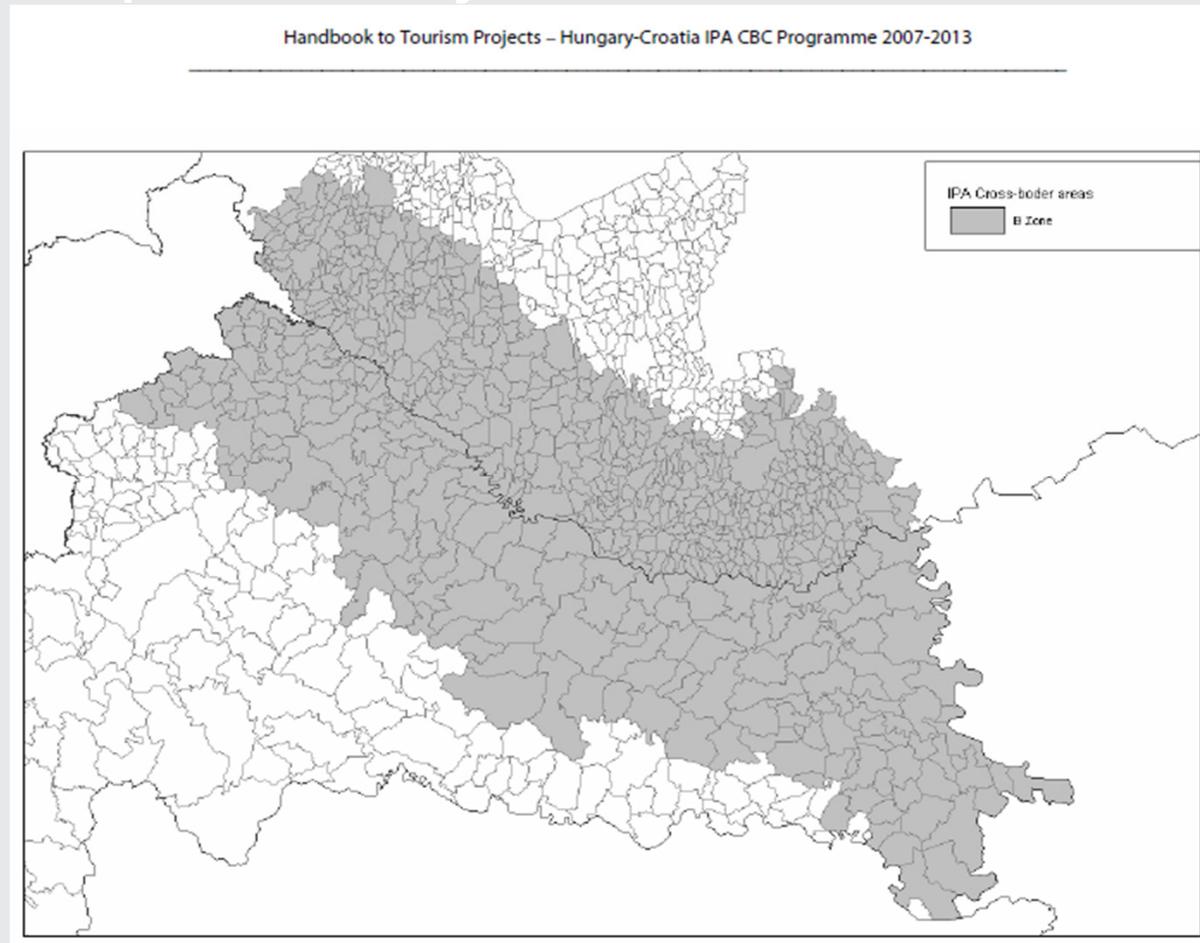
- They are founded and operating according the rules of **private law**.
- They, too, meet **needs in general interest** and do not have an industrial or commercial character. (This implies the non-profit nature of the organisation.)
- They, too, have **legal personality**.

# Geographical location- 11 HU-HR counties



# Geographical location- only in 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)



# 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 requested funding requesting from the present CfP
- Operation of **at least one year**.

# 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 relating 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 Monitoring Committee* (hereinafter referred to as 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)

- **One Lead Beneficiary 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 B-s.
- 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
- They all **receive EU contribution** from the project (through the LB).
- They are 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)

- Role of the LB
- Number of B-s
- Reliability of LB and B-s
- Administrative capacities of LB and B-s

# 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)

- The Programme has a structure of 5 Priorities, the 1st to the 4th is targeted to applicants, while the 5th is the Technical Assistance
- Priorities No. 2, 3 and 4 opened within 1st CfP
- **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**, see 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 the 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, Spec. Objective 2.1 the rules are contained in the GfA, so 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 Hungary-Croatia (IPA) CBC Programme 2007-2013

<b>PRIORITY 2 – SUSTAINABLE USE OF NATURAL AND CULTURAL ASSETS</b>		<b>Available EU contribution: 21.328.785 EUR</b>
<b>Investment Priority 6c – Conserving, Protecting, Promoting and Developing Natural and Cultural Heritage</b>		
<i>2.1 Convert the region's natural and cultural heritage assets to tourism attractions with income generating capabilities</i>		
Component 1 Bicycle paths 5.000.000 EUR	Component 2 Tourism attractions 3.752.544 EUR	Component 3 Thematic routes and other tourism products 4.000.000 EUR
Selection procedure: One-step Maximum project duration: 20 months Total project size: 200.000 to 2.000.000 EUR	Selection procedure: One-step Maximum project duration: 20 months Total project size: 200.000 to 1.500.000 EUR	Selection procedure: One-step Maximum project duration: 20 months Total project size: 100.000 to 400.000 EUR
<b>Investment Priority 6d – Protecting and Restoring Biodiversity and Soil and Promoting Ecosystem Services, Including Through Natura 2000, and Green Infrastructure</b>		
<i>2.2 Restoring the ecological diversity in the border area</i>		
8.576.241 EUR		
Selection procedure: One-step Maximum project duration: 20 months Total project size: 150.000 to 1.500.000 EUR		

<p><b>PRIORITY 3 – CO-OPERATION</b></p>	<p><b>Available EU contribution:</b> <b>2.500.000 EUR</b></p>
<p><b>Investment Priority 11b – Promoting Legal and Administrative Co-operation and Co-operation Between Citizens and Institutions</b></p>	
<p><i>3.1 Involvement of more social and institutional actors in cross-border cooperation</i></p>	
<p>Component 1 Thematic co-operation 1.000.000 EUR</p>	<p>Component 2 People-to-people co-operation 1.500.000 EUR</p>
<p>Selection procedure: One-step Maximum project duration: 16 months Total project size: 150.000 to 300.000 EUR</p>	<p>Selection procedure: One-step Maximum project duration: 16 months Total project size: 50.000 to 200.000 EUR</p>

<p><b>PRIORITY 4 – EDUCATION</b></p>	<p><b>Available EU contribution:</b> <b>2.700.000 EUR</b></p>
<p><b>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</b></p>	
<p><i>4.1 Improve the role of educational institutions as intellectual centres for increasing the specific local knowledge-base in the region</i></p>	
<p>Component 1 Co-operation in higher education 900.000 EUR</p>	<p>Component 2 Co-operation in preschool, primary and secondary education and adult education 1.800.000 EUR</p>
<p>Selection procedure: One-step Maximum project duration: 16 months Total project size: 100.000 to 300.000 EUR</p>	<p>Selection procedure: One-step Maximum project duration: 16 months Total project size: 100.000 to 250.000</p>

# Indicators (1)

High importance of programme level indicators!!!

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

# Indicators (2)

Types of indicators:

- Program level result indicator (1)
- Program 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 AF** as well as explained in the **‘Interpretation of indicators’ document**.

# 3. c) Eligibility of costs



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# Eligibility period (GfA 3.3.2.1)

Changes comparing to HUHR (IPA) CBC 2007-2013:

- **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
- **only 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 date of receipt/ registration of the project application by the JS, but **not earlier than 1 January 2014**

# Eligible costs (GfA 3.3.2)

- Incurred and paid by LB/B-s, **verified by appropriate documents.**
- Directly related to the project, **necessary, planned** in the budget.
- Incurred and paid within the **eligible period.**
- Efficient, **economic**, expedient
- as a general rule incurred in the **eligible Programme area** (exceptional cases- 3.3.2.2 GfA)
- Compliant with **Programme-level, national and EU rules/legislation**
- in case of costs reported based on the methodology provided in the Guidance on **Simplified Cost Options**– the **methodology has been used correctly**

# Geographical eligibility- expenditures

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

- As a general rule, eligible costs **shall be incurred in the eligible Programme area**
- Expenditure incurred outside the eligible Programme area may be eligible if the project could only achieve its objectives with that expenditure 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

Changes comparing to HUHR (IPA) CBC 2007-2013:

- **Preparation costs** (lump sum 3000 EUR **per project** )
- **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
- **Project management/real cost basis:** staff + service together (total management costs only in very exceptional cases more than 10 per cent of the total project costs of each Beneficiary)
- 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



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# VAT in HU-HR

VAT is considered as ineligible (GfA, 3.3.4) cost in Hungary and Croatia 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

**The GfA sets the framework related to the eligibility of costs within the Programme. More detailed rules for Hungarian and Croatian LB-s and B-s will be defined later in the following document:**

**Az első szintű ellenőrzés irányelvei magyar partnerek számára (Guidelines for Hungarian Beneficiaries) and Upute za hrvatske korisnike (Guidelines for Croatian Beneficiaries).**

# State aid rules

- **National responsibility**
- Applicable rules in **Chapter 4.5 of the GfA.**
- **State aid declaration**
- **State aid check** during assessment and contracting

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



**Hungary-Croatia**  
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European Regional Development Fund

# The application package (1) (GfA 4.1.1)

- Call for Proposals
- Guidelines for Applicants
- Handbook to Tourism Projects
- Application Form
- Interpretation of indicators
- Declarations (LB/B, state aid, VAT, own contribution, partnership statement)
- Checklist
- Assessment grid (formal-eligibility, quality) templates

# The application package (2)

- *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:

31 May 2016 by 17.00 p.m. CET

## Reference number of the Call:

HUHR/1601

**Delivery address:** as in Chapter 4.1.3 of the GfA, BUT note that the **place of submission may be subject to change**. Please regularly check the website of the Programme ([www.huhr-cbc.com](http://www.huhr-cbc.com)) for related information

# Project development assistance (1)

Besides Information days and Partner search forum, novelty:

*Recommended personal consultations* with the JS Contact

Point (CP) / the JS (GfA, 4.6.3):

- strongly advised before the submission of a project proposal to participate at a personal consultation with JS CP/JS
- help to potential Beneficiaries with the clarification of Programme rules as specified within GfA
- Personal consultations are provided **only** at pre-arranged appointments at the given office hours

# 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 (3)

## Office hours:

*For personal consultation (in Čakovec, Osijek and Pécs):*

Tuesday, Wednesday and Thursday  
(9.00-12.00 and 13.30-15.00)

*For personal consultation (in Budapest):*

Wednesday and Thursday (13.30-16.30)

We can accept *phone calls:*

Monday to Thursday (9.00-12.00) – Čakovec, Osijek and Pécs

Monday to Thursday (13.30-16.30) – Budapest



**Hungary-Croatia**  
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# Project development assistance (4)

Hungary-Croatia Joint Secretariat (HU-HR JS)

hosted by Széchenyi Programme Office Nonprofit LLC

H-1016 Budapest, Gellérthegy u. 30-32.

Fax: +36-1-224-3291

E-mail: [info@huhr-cbc.com](mailto: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](http://www.huhr-cbc.com)) for related updated CfP information (Newsletter, Partner Search database, location of events, FAQ, delivery address...)

# The project proposal (GfA 4.1)

- The **LB** bears the responsibility for the completeness and content of the project proposal/ **Read the GfA very carefully and use and tick/fill in the Checklist!**
- The project proposal has to be sent in one package, the envelope/package has to be sealed and properly marked (GfA 4.1.5)
- **Novelty: The complete project proposal must be printed in one original and one identical copy**

And it has to be **bound, page numbered**, must be divided into chapters and must have a table of contents at the beginning

# Automatic rejection if not fulfilled,

## 4.1.6 GfA (1)

- The project proposal has been submitted **on time**
- The project proposal contains **the certified AF and the following essential supporting documents:** (i) declaration of the Lead Beneficiary; (ii) declaration(s) of the Beneficiary / Beneficiaries; (iii) Partnership Statement; (iv) **extracts from register**
- **The AF published for the present CfP has been used.**
- **The AF has been filled in on a computer and not by handwriting**

# Automatic rejection if not fulfilled,(2)

- The AF has been filled in **in English** (technical terms in national languages are acceptable).
- **The budget has been prepared in the format** presented in the AF and has been calculated **in EUR**.
- **The structure of financing** of the project proposal is in line with Chapter 2.2 of the GfA
- **The period of implementation** of the project is the same or above the minimum- and does not exceed the (Specific Objective dependant) maximum length set out in the CfP

# Automatic rejection if not fulfilled, (3)

- The project proposal was submitted to the **appropriate Specific Objective**
- Next to the Lead Beneficiary **at least one cross-border Beneficiary** eligible for funding participates in the project
- The project fulfills **at least three joint co-operation criteria** from the four: joint development (obligatory), joint implementation (obligatory), joint financing and joint staffing.

# Description of the selection process of regular (non-strategic) projects (GfA 5.1)

- **Submission**
- **Formal and eligibility** assessment: JS
- **Quality** assessment: involvement of additional external experts and the JS
- Decision: **Monitoring Committee (MC)**
- **Informing** the LB-s: MA with JS co-operation

# 5. Communication requirements towards projects



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# Strengthening the Role of Communication 2014-2020

- **Programme launch event (Čakovec, 10 September 2015) and Annual Major Information Activity** reaching wide audience
- Harmonised Branding 2014-2020: Initiative by INTERACT- co-ordinator of the process, supported by EC
- The objective of the harmonisation process is to have more recognisable ETC in Europe- by creation of logo that would represent ETC/INTERREG for all Europe
- Each programme was free to adopt or not the “winning” brand name and brand logo- voluntary basis
- *HU-HR CBC Programme*: **based on TF decision will use the harmonised ETC/Interreg brand in combination with their own programme logo- but as two distinct elements**

# Harmonised Branding and Changes in HU-HR CBC Programme 2014-2020

- Interreg appears clearly as the preferred option of more than 75% of the respondents (CBC programmes)- 2014
- The elected brand by the majority of programmes was presented at the European Commission's ETC annual event in Brussels on 19 May 2014
- Example of usage in HU-HR CBC Programme:



# Changes for LB-s/B-s (1)

- Requirements are defined in GfA of the First CfP (*connection with AF sheet 13*) and later during the implementation in Project Communication Guidelines
- 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 – CPR 1303/2013
- More communication tools (media, web, social media)
- Focus on the activities to raise public awareness
- New designs of the billboards (LB and affected B-s) to put
- In case of larger works, more billboards/plaques  
(HU-HR CBC 2007-2013 Ongoing evaluation findings)

# Changes for LB-s/B-s (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 on AF sheet 13

# Changes for LB-s/B-s (3)



## 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]



## Gdje rijeke spajaju

Akronim:	[Akronim]
Naziv (cilj) projekta:	[Naziv (cilj) projekta]
Glavni korisnik:	[Glavni korisnik]
Projektalni partner:	[Projektalni 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]



# NO special Programme logo for tourism Actions – NO special attention



**NO Programme logo for tourism  
Actions – NO special attention**





## A cross-border region where rivers connect, not divide

[Continue to website](#) [EN](#) [Nastavite na web stranicu](#) [HR](#) [Tovább a honlapra](#) [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](mailto:info@huhr-cbc.com)
- [conference@huhr-cbc.com](mailto:conference@huhr-cbc.com)

The Programme on **Social Media**:

- [www.facebook.com/huhr.cbc](https://www.facebook.com/huhr.cbc)
- [www.twitter.com/InterregHUHRcbc](https://www.twitter.com/InterregHUHRcbc)
- #HUHRcbc

# 6. General overview of the Application Form (AF) - Presentation of the AF -

# **7. Budget tables of the Application Form (AF) - Presentation of the AF -**

# Thank you for your attention!

*Hungary-Croatia JS*