

CALL AND GUIDELINES FOR PROPOSALS 2nd Round

NGO Fund of the EEA/Norwegian Financial Mechanism

The Hungarian Environmental Partnership Foundation - Ökotárs Alapítvány (HEPF) in cooperation with the Autonomia Foundation, Foundation for Development of Democratic Rights (DEMNET) and the Carpathian Foundation - Hungary hereby announces a call for proposals in the framework of the NGO Fund of the EEA/Norwegian Financial Mechanism for Hungarian NGOs. The open call is for applications submitted within any of the four thematic areas, representing the priority sectors of the EEA And Norwegian Financial Mechanisms¹, as follows:

- Environment protection and sustainable development
- Civil liberties and capacity building
- Social cohesion, health and childcare
- Cultural heritage

WHAT IS THE PROCEDURE OF THE PROGRAM?

The conditions and procedure of the program are regulated by the Agreement between the Hungarian Environmental Partnership Foundation (Ökotárs Alapítvány) and the EEA/EFTA Financial Mechanism Office. This procedure is distinct from any other sources funding from the EEA and Norwegian Financial Mechanisms.

HEPF is managing the NGO Fund in consortium with three partner organisations mentioned above, each managing the applications of one thematic area. Questions related to each thematic area have to be asked from the responsible organisation:

- Environmental protection and sustainable development - Ökotárs Alapítvány
Tel: (1) 411-3505, email: kornyezet@norvegcivilalap.hu
- Civil liberties and capacity building - Foundation for Development of Democratic Rights (DEMNET)
Tel: (1) 411-0410, email: kapacitasfejlesztes@norvegcivilalap.hu
- Social cohesion, health and childcare - Autonomia Foundation
Tel: (1) 237 6023, email: szocialis@norvegcivilalap.hu
- Cultural heritage - Carpathian Foundation - Hungary
Tel:(36) 516-750 email: kulturalisorokseg@norvegcivilalap.hu

The NGO Fund is coordinated by the Hungarian Environmental Partnership Foundation (Ökotárs Alapítvány): it is receiving the proposals, signing the contracts and transferring the grants.

¹ The priority sectors of the EEA and Norwegian Financial Mechanisms:

- a) protection of the environment;
- b) promotion of sustainable development;
- c) conservation of European cultural heritage;
- d) human resources development and education;
- e) health and childcare;
- f) implementation of Schengen acquis, support of national Schengen action plans, as well as strengthening the judiciary;
- g) environment, with emphasis on strengthening the administrative capacity to implement relevant acquis;
- h) regional policy and cross-border activities;
- i) technical assistance relating to implementation of acquis communautaire; and
- j) academic research within priority sectors a) to e).

WHO MAY APPLY?

In the framework of this program **non-governmental organisations** may apply, namely voluntary, self-governing organisations not subject to direction by public authorities, independent of political control and established under the legal system of the beneficiary state.

- **Civil organisations, alliances, employers' organisations and trade unions** established after the Act of 1989. II on the Right to Association (except parties, chambers, public bodies, insurance associations, churches) meeting the following conditions:
 - The court registered them at least one year before the publication of the call for proposals
 - They are working according to the goals stated in their statutes
 - They have no public debts.
- **Foundations** founded after the Act of 1959. IV. - the Civil Code (except public foundations) meeting the following conditions:
 - The court registered them at least one year before the publication of the call for proposals
 - They are working according to the goals stated in their statutes
 - They have no public debts
 - Among the founders no governmental and/or state and municipal administrative bodies can be found

One organisation can submit one proposal as a lead applicant.

Organisations supported in the first round can not apply.

WHAT IS THE AMOUNT TO BE DISTRIBUTED?

The amount to be distributed in the second round is **EUR 2,061,516**. (The total fund size - first and second round - is 5 932 540.)

The total re-granting is evenly shared among the four thematic areas. The Operator may decide to re-allocate funds between categories. However, no individual thematic area will receive more than 30 percent of the total re-granting amount.

SIZE OF GRANTS AND PROJECT DURATION

In this round organisations may apply only for micro grants. The amount of grants per project shall be from 5,000 EUR to 25,000 EUR.

Project budgets must be submitted in Euros (using the exchange rate applicable on the day of submission).

OWN CONTRIBUTION

The NGO Fund can provide up to 90 percent of the eligible cost of the project. The applicant shall provide or obtain the remaining eligible costs (min 10%). Up to 80 percent of the co-financing can be provided as in-kind, i.e. a minimum of 20 percent has to be financial contribution.

Own contributions provided in kind have to meet following conditions:

- it has to arise from material (assets, equipments, machinery) donated to the applicant during the project's implementation or human resources (voluntary work)
- no cash flow shall connect to them;
- it has to be verifiable in the financial reports about the project in any case.

WHAT SHALL BE THE DURATION OF THE PROJECTS?

The duration of projects launched in this round can be implemented for a period of maximum 12 months. There is no minimum duration.

WHAT ARE THE DEADLINES FOR THE PROPOSALS?

Proposals can be submitted in the second round from the 1st of February to the 1st of April (inclusive)

In the proposal writing period the implementing foundations offer to keep workshops upon invitation at any location. These events shall be organized by local civic organisations, communities or civil centres which can ensure the participation of at least 15 interested potential applicants. The exact date of the workshops will be published at the website of the program: www.norvegcivilalap.hu

HOW TO APPLY?

Applications must be submitted online, through filling the Application and Budget Forms at www.norvegcivilalap.hu. The Application and Budget Forms have to be filled out after the directives of the Guidelines. No other documents have to be submitted with the Application Form.

We would like to ask our applicants to read the questions carefully and give brief and definite answers to them, focused to the point. Generalized descriptions should be avoided.

In case of technical or other problems occurring with the program, please consult the responsible foundations.

Applicants whose application is rejected due to non-compliance with eligibility criteria can request the Operator to review its decision within 10 days of being notified about the rejection. The Operator will forward this request to the Evaluation Committee for decision.

WHAT ARE THE NON ELIGIBLE COSTS?

Costs are eligible if they are justified, necessary and appropriate, except:

- appropriation to reserves for covering possible future losses and liquidating debts
- debit interest
- items already covered by other sources
- losses on exchange
- value added tax refund
- studies necessary for submitting the application, advisory fees of writing the application and other preparation costs
- loans, aids and supports provided for other organisation or individual (not part of the project)
- amortisation, deficit payment, capital injection, post-financing of costs incurred before contracting
- realty building and the purchase of realty or land

WHAT ARE THE NON ELIGIBLE ACTIVITIES?

The NGO Fund is supporting proposals with project approach. Therefore, it cannot support:

- political organisations or the candidates of such organisations
- investments; purchase of land or real estate
- general operational costs and costs of asset acquisition (except if it is an integral part of a supported project)
- governmental duties or activities should be carried out by the municipalities
- activities with primarily leisure objectives

WHO CAN BE A PARTNER, AND ON WHAT BASIS?

Applicants can carry out activities on their own, in partnership with 'partner organisations' or under other forms of co-operation.

Partner(s) of the lead applicant take part in both the preparation and execution of the project.

- Beside the lead applicant maximum three partners may receive payment from the grant budget. The lead applicant is liable for the professional and financial execution of the project in all cases. (The lead applicant can involve further co-operating organisations and institutions in the project, but they cannot partake from the grant support.)
- In the case of positive decision the lead applicant will be the contracting party and the grant will be transferred to its bank account. The lead applicant and its partner(s) have to sign a Partnership Agreement. The Agreement has to be sent to the Operator after receiving the official decision about the grant support but at the latest before making the grant contract.
- Partner organisations can be local or foreign civil organisations and other institutions (e.g.: municipalities, state administrative bodies or companies) but their participation in the project should be justified based on project goals. The partnership of the lead applicant and its partner(s) should be of non-profit nature.
- Foreigner partners can be from geographical areas as follows (they must be registered in one of the following countries): Iceland, Liechtenstein, Norway, and: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, United Kingdom, Estonia, France, Finland, Greece, Netherlands, Ireland, Poland, Latvia, Lithuania, Luxembourg, Malta, Germany, Italy, Portugal, Romania, Spain, Sweden, Slovakia, Slovenia.
- Partner organisations can receive money from the grant through the lead applicant: they have to provide invoices about their costs according to the Partnership Agreement and send them to the Operator through the lead applicant.

WHAT OTHER PRINCIPLES ARE TAKEN INTO ACCOUNT IN THE ASSESSMENT PROCESS?

Special emphasis has to be placed on the so-called horizontal aspects:

Sustainable development

Equal opportunities

Good governance

Sustainable development: a development process that equally considers the carrying capacity of the environment, the well-being of society and the enhancement of economy; one that which meets the needs of the present without compromising the needs of the future generations. Sustainability may also be applied not only on the level of society, but also on an organisation or project too. In this respect it means that the operation and activities are foreseeable and can be continued in the long run too, the necessary resources (human and financial) don't go beyond the limits of the organisation.

Equal opportunities: both men and women, and all disadvantaged groups have equal access to the resources and results of the organisation or project and they have equal opportunities to participate in the project-implementation and operation. In this respect, the special circumstances and needs of the concerned groups must be taken into account, the activities must be adjusted to these, and they receive help in negotiating the obstacles.

Good governance: planning and operating process characterized by the principles of transparency, accountability and participation. These principles assure that stakeholders are well informed about the project and the related activities and their opinion is taken into account. The project helps to improve the capacity of stakeholders concerning the principles of good governance.

(When a project aims to implement one or all horizontal aspects as a main objective, it does not have to be stated extra in the application.)

Based on the **general principles** of the program the NGO Fund will support applications which:

- Are innovative
- Build on already existing, but unexploited potentials of the local community, using local resources with the involvement of the target groups
- Strengthen the grass-root nature of civic organisations, use direct actions to achieve their goals
- Strengthen NGOs' membership base, social acceptance and relationship with the public
- Improve the cooperation of the NGO and other sectors of society (other NGOs, governmental, municipal and business sector)
- Are implemented mainly in rural areas and aim at developing disadvantaged communities
- Have a concrete and viable vision about project outcomes and about the sustainability of the initiated activity / service after the project period, and
- Are effectively communicating the social values (solidarity, gender equality, environmental consciousness, sustainable development, good governance, etc.) expressed in their projects

Applications should **take into account the general principles listed above** with special emphasis on innovation.

What do we mean by innovative projects?

All activities and methods, which differ from the customary or routine; offer a creative and efficient solution to the given problem: initiatives approaching well-known problems a novel way; searching for new solutions and alternatives; applying well-tried methods and practices to new areas and/or new target groups; adopting solutions less known in Hungary but well used in other countries.

The innovation should at least be tangible in the project on a local or organisational level. It is not necessary to provide ultimate solutions, but the organisation at minimum should develop its activities compared to its earlier practice. It should be presented clearly in the proposal how the organisation would step out onto new areas and develop its programs.

THEMATIC AREAS

Eligible activities are projects submitted within the thematic areas, primarily but not exclusively in the areas listed below.

1. In the thematic area of environmental protection and sustainable development the program aims at supporting civic initiatives benefiting the environment, the local community and the whole society, and serving:

- the increase in environmental awareness
- public participation in environmental decision-making
- the integration of environmental aspects into other sectors

In the following, broadly defined areas:

1. Climate change
2. Environmental health and food safety
3. Urban environmental quality
4. Biodiversity and landscape protection
5. Rural environment protection
6. Area and land use
7. Conservation and sustainable use of waters
8. Waste management (excluding the construction of local waste collection and management systems)
9. Environmental safety

A project may concern several thematic areas.

2. In the thematic area of Civil liberties and capacity building, the program aims at supporting projects strengthening civil society and its role in protecting civil rights in the following main areas:

2/A. Developing the advocacy and watchdog ability of civil organisations

Compared to the European level, advocacy and watchdog abilities of Hungarian NGOs are quite weak. Decisions are made on the basis of party preferences; NGOs are absent from the public discourse as well as from media communication. Bearing in mind the issue of sustainability and social acceptance it is essential to change this situation. The main factors contributing to sustainability: efficient advocacy based on broad public support, enhancement of media relations and creating more effective means of fundraising/donation.

Eligible activities: projects connecting to the target areas primarily but not exclusively in the following fields:

- Handling new types of social problems arising from the implementation of Schengen acquis (e.g. human rights, migrants and refugees, organised crime, trafficking)
- Watchdog and advocacy activities in the implementation of the acquis communautaire
- Cooperation with state administrative bodies in creating appropriate policies, regulations and legal institutions
- Monitoring the creation and implementation of policies, as well as the openness of these processes
- Participation in the elaboration and implementation of local, sub-regional and regional development plans, monitoring the development processes
- Improving the conditions of accountability, transparency and regulation of NGOs that are essential in the social support and cooperation with the state
- Enhancing the organisational and human resource capacity of NGOs in these fields
- Developing the professional knowledge about the 2/a subthemes, the accreditation and education of training
- International co-operation, particularly with civic organisations from the donor states (Norway, Iceland, Liechtenstein).

2/B. Developing civil organisations' role in forming local public policies

An important role of local, community civil organisations is to represent and articulate the view, interest and values of their community in local, sub-regional and regional decision making processes. The success of local organisations in this field depends mainly on their ability to establish their social basis and function, create partnerships with state and municipal institutions, participate in framing public policies along local public affairs and representing public interest in local and regional planning and implementation processes.

Eligible activities: projects connecting to the target areas primarily but not exclusively at the following areas:

- Strengthening public participation in solving local public affairs
- Supporting initiatives on local public affairs, co-operations and actions
- Strengthening community participation in the preparation of local decisions, decision making and implementation
- Enhancing the organisation and human resource capacity of NGOs in these fields
- Developing the professional knowledge about the 2/b subthemes, the accreditation and education of training
- International co-operation, particularly with civic organisations from the donor states (Norway, Iceland, Liechtenstein).

The program does not support the simple operation or quantitative expansion of civil organisations' existing services without qualitative development.

A project may concern several thematic areas.

3. In the field of social cohesion, health and childcare the program aims at supporting projects targeting the following groups and problems:

3/A Social cohesion: Economic and social changes after the millennium resulted in the further drop off of disadvantaged social strata in Hungary. It is harder and harder to succeed for people born in low-income families, or where the active members of the household are out of the labour market or for the disabled.

These problems - high unemployment level, bad housing conditions, low level of schooling and lack of vocational qualifications, bad health conditions, low infrastructure - are present in a concentrated form among members of the Roma population comprising 5-10% of the population of Hungary. In certain fields the hopelessness leads to fatal and unhealthy inequalities of local communities and often to the explosion of local conflicts.

3/B Child welfare, childcare: Out of the all dependent children under the age 20 living in Hungary in 2005, 19% or 420,000 children lived below the widely accepted poverty threshold. Also, 60% of large families live under the subsistence minimum. Poverty especially struck children of parents with no schooling, unemployed parents, those living in small villages, the Roma, and parents of children with severe disabilities.

Beside all these, components of poverty that deserve special attention are the increasing institutional, habitation and school segregation; the ethnic discrimination also related to this and affecting the Roma in many fields; uneven access to good institutions and services. A related problem is the low number of places in nursery schools and kindergartens compared to the needs and the number of children, which is a major obstacle to the labour market (re)integration of women.

3/C Healthcare:

The Hungarian health care provision system is characterised by outdated infrastructure, low efficiency of services and that it does not pay proper attention to prevention and forming of healthy lifestyle. The unequal access to services aggravates all this.

The program aims at supporting projects in these three target areas primarily but not exclusively related to the above problems. That is, applicants who can credibly demonstrate in the proposal that they elaborated their idea with respect of the general principles (it is innovative, builds upon local community actions and resources, etc.), it helps social solidarity, and/or enhances children's opportunities and/or it furthers the protection of health.

Eligible activities

- Community actions strengthening social solidarity and mobility, helping social dialogues, eliminating social gaps and the disruption of communities
- Increasing equal opportunities, the reduction of social disadvantages primarily in the areas of employment, shelter, education and public health
- Supporting the equal access to services
- Developing services responding to the needs of underprivileged target groups
- Reduction of segregation and other forms of discrimination
- Communicating the social problems connected to the above mentioned three areas, strengthening social consciousness

Activities are preferred, which are:

Projects based on self-help and the involvement and development of community resources as opposed to projects providing one-time services.

Initiatives yielding intersectoral cooperation through which the services provided for the target groups are planned, offered and evaluated by the competent persons of the different sectors jointly.

Projects for which no state or other sources are available.

Within this thematic are the program does not support:

- The execution of obligatory state and municipal tasks (activities like this are not supported even if the target group cannot access them or is excluded from it, - however, projects aiming at in the broadening of these services or their qualitative improvement may be supported).
- Maintenance of institutions and staffs created from other support, activities made likewise and in the same place.
- Screenings financed by the National Health insurance Fund.
- Leisure type health care programs.

A project may concern several thematic areas.

4. In the thematic are of cultural heritage protection the fund aims primarily but not exclusively at supporting civic initiatives aiming to preserve, maintain, and develop and especially to utilize sustainably:

4/A the intangible cultural heritage (living heritage, traditions, practices, exercises, folk handicrafts etc.)

4/B the physical or tangible cultural heritage (historic places, buildings, monuments, artifacts, etc.)

4/C the natural cultural heritage (natural environment, landscape, area, formation, creations and makings)

The aim of this program is to extend the available resources of the cultural heritage and cultural sectors. Comprehensive/multifaceted projects implemented within the following areas are preferred:

Development based on integrated cultural heritage:

- the sustainable long term utilisation of European and world cultural heritage, developments related to heritage protection
- protection of integrated urban environment (collective of intangible, tangible and natural

heritage) and comprehensive development initiatives based on this

- cultural heritage preservation programs as a tool for economic, rural and community development, preservation of living heritage (e.g.: employment- and community development projects based on traditional crafts, values and their protections)

Influencing culture policies and awareness-raising:

- policy influence, participation in decision-making, co-operation, watchdog and awareness-raising activities and programs regarding cultural heritage preservation
- cultural heritage conservation and the integration of such aspects into planning and development processes at local, regional and national levels
- human resource development for the preservation and development of the cultural sector
- innovative structures and methods for the creation and maintenance of funding and sponsorship channels in cultural heritage sector independent from state and governmental funds/sources
- fostering cross-sector cooperation in cultural heritage protection

Supporting multiculturalism and tolerance:

- national and ethnic minorities' cultural preservation and cultural value dissemination
- cross-border and international cooperation projects, know-how transfer for cultural heritage protection
- projects about multiculturalism, acceptance and understanding other cultures in cultural heritage protection
- enhancement, cultivation and dissemination of cultural values, traditions with different origins

Within this thematic area the program does not support:

- Tourism development
- The organisation of repetitive (regular) programs, festivals if they are not the integral part of the project
- Projects including mainly renovation activities and expenses

A project may concern several thematic areas.

SELECTION CRITERIA

The (1) aims, (2) activities, and (3) well elaborated and justifiable budget will be evaluated with the same weight in the assessment process, using the following criteria:

- a. How relevant is the proposal to the objectives and priority sectors of the NGO fund?
- b. How relevant is the proposal to the objectives of the thematic area?
- c. How clearly defined are the goals and targets of the proposal?
- d. How relevant is the proposal to the needs and constraints of the target group?
- e. To what extent are the target group or other stakeholders/constituencies involved in the project?
- f. To what extent does the project contain innovative elements?
- g. How coherent, achievable and appropriate are the proposed activities?
- h. To what extent is the proposal built upon real partnership and cooperation with other organisations/institutions?
- i. To what extent does the proposal contain objectively verifiable indicators for measuring project results/outcomes?
- j. To what extent is the budget clear and detailed? To what extent is the proposed expenditure necessary for the implementation of the project?
- k. To what extent does the proposal contribute to the strengthening and sustainability of the applicant and of the NGO sector?
- l. Will the capacities and experience of the applicant and its partners allow the successful implementation of the project both in technical and financial terms; and to achieve the expected results?

Though the scoring system is an instrument of creating a priority list of the applications, each proposal is evaluated per se, after its own strengths and weaknesses.

About the assessment procedure you can learn more from the "Assessment and conflict-of interest regulation", which can be downloaded from the norvegcivilalap.hu ("Értékelési és összeférhetetlenségi szabályzat").

The evaluation commission's decision is definitive, there is no right of appeal at this stage.

WHAT TO KNOW ABOUT CONTRACTING?

Implementation of projects can be started on the day of the grant decision (this is expected to take place on the 15th of June 2009). Costs are eligible from the date of grant decision.

Supported organisations will receive their contracts and the summary of the approved activities and budget via e-mail (or via post). They have to print and sign them in two copies and send it back to the signatory Hungarian Environmental Partnership Foundation, then HEPF transfers the grants to the grantees.

Compulsory supporting documents to the contract (to be submitted together with the contract):

- Statement of official registration of the applicant organisation, max. 30 days old (it can be procured from the competent county administrative court)
- Certification of Hungarian Tax and Financial Control Administration (APEH) that the organisation doesn't have any public dues ("Null" certificate issued by the regional APEH Directorate)
- Simple copy of the statutes or deed of foundation
- In case of public benefit organisations the simple copy if the last public benefit report
- In case the project is implemented in partnership with other organisations a Partnership Agreement should be submitted, which reflects the costs and activities shared by the partners according to the proposal.

In special cases the selection committee may specify the submission of further documents. The contract defines the **grant amount in Euro**. Instalments will be paid as follows:

Instalments of the grant will be transferred to the bank account of the grantee as follows:

- first instalment, 80% of grant, within 10 days after sending back the contract,
- second instalment, 20% of the grant, within 10 days after the final report has been submitted and accepted

The model grant contract is available at the www.norvegcivilalap.hu webpage.

HOW TO REPORT?

Supported grantees have to send progress reports **quarterly** (from the beginning of the project) to the organisation responsible for their thematic area. Progress reports shall include **information on program progress** (narrative part) and a financial table presenting the use of grant support (financial table).

A final report has to be submitted 30 days after finishing the project. This report shall include **information on the implementation of the program** and a **cumulative financial table** (listing invoices) presenting the use of grant support. The final report must also show that the sub-project has been completed according to the conditions on which the grant was awarded.

In the financial table the amounts have to be stated in Forint and in Euro too. In sub-project reporting, conversion has to be counted using the **actual exchange rate used by the bank of the supported grantee on the day of grant transfer!**

HEPF will **select and check at least 10% of the financial records to be submitted** (copies of invoices, cash records, transfer documents, etc.). All financial records might be submitted if requested.

The last instalment can be disbursed only after the final report has been accepted. **More information about reporting is available in the reporting guide.**