

**Fund for the support of Hungarian environmental
and nature protection non-governmental organisations
for the implementation of the Second National Environmental
Programme**

Financed by:



Intermediary:



November 2007

Call for proposals for the support of Hungarian environmental and nature protection non- governmental organisations for the implementation of the Second National Environmental Programme

**financed by the EEA Financial Mechanism, the Norwegian Financial Mechanism and
the Hungarian state budget**

The Ministry of Environment and Water (hereinafter referred to as "Ministry") **announces in what follows the call for proposals addressed to Hungarian environmental and nature protection non-governmental organisations with a focus on increasing public participation in environmental decision-making processes, as well as on strengthening the institutional capacities of environmental and nature protection non-governmental organisations** in the interest of implementing the objectives of the 2nd National Environmental Programme 2003-2008 (Parliamentary resolution 132/2003 (XII.11.)) according to the following legal bases:

- Memorandum of understanding on the implementation of the Norwegian Financial Mechanism 2004-2009 and memorandum of understanding on the implementation EEA Financial Mechanism 2004-2009 promulgated by Government Decree 201/2005 (IX.27.),
- Government Decree 242/2006 (XII. 5.) on the conditions of implementation of the EEA Financing Mechanism and the Norwegian Financing Mechanism,
- Act CLIII of 2005 on the annual state budget of the Republic of Hungary for 2006,
- Government Decree 217/1998. (XII.30.) as amended on state housekeeping (hereinafter referred to as OIB),
- Ministry of Environment and Water decree 3/2004 (II.24.) on the regulations regarding the implementation and supervision of environmental and water budgets.

Objectives of the fund

The aim of the fund is strengthening and increasing the role of **environmental and nature protection non-governmental organisations** in the decision-making process, as well as on their institutional capacity building, in the effort to implement the 2nd National Environmental Programme, as well as national and EU regulations.

Within the framework of the present call for proposals, those projects will benefit from the fund which focus on raising awareness regarding environmental protection, sustainable development and the implementation of the 2nd National Environmental Programme, if their objectives correspond to the following:

1. **Programmes and activities that envisage to strengthen the social participation in the environmental protection decision-making process with a special focus on implementing the 2nd National Environmental Programme, as well as national and EU regulations**
2. **Activities such as public campaigns, events, opinion-forming programmes, appearance in media, environmental counselling in order to raise awareness regarding environmental protection, sustainable development, to increase the society's responsibility for environment and shaping environmental friendly consumer patterns**
3. **Training NGO's staff in order to strengthen their skills on participation in decision-making processes, negotiation techniques, public relations and appearance in media**
4. **Environmental education and information programmes**

Source of finance

HUF 274,955,486

Main eligibility criteria

Only non-profit oriented programs which serve public interest can be financed.

Eligible applicants

Only non-governmental organisations and foundations registered as legal entities in Hungary with environment and nature protection objectives as a goal in their statutes are eligible; public foundations may not apply.

Several organisations may apply in partnership, in this case the partnership agreement signed by the organisations should indicate the main applicant submitting the application; all the documents regarding each partner applicant should be attached, as stated in the application guide.

All applicants need to comply with the requirements of ordered labour relations as stipulated in act XXXVIII of 1992, article 15.

Grant amount

The minimum amount of grant is HUF 2,550,000

The maximum amount of grant is HUF 63,750,000

having in mind the following:

if the applicant is an organisation whose

- total expenses for 2006 are less than HUF 6 million, then a maximum amount of HUF 3,000,000 can be applied for,
- total expenses for 2006 are more than HUF 6 million, then the 50% of the total expenses for 2006 but a maximum amount of HUF 63,750,000 can be applied for.

The grant is a jointly funded non-refundable fund.

Within the framework of joint funding:

Maximum 80% of the total project grant will be made as advance payment (pre-financed):

- The initial advance payment may be for up to 50% but not exceeding EUR 50,000.
- Following the settlement of the first advance payment, subsequent advance payment of up to 30% may be provided, but not exceeding EUR 50,000.

The remaining amount of the grant will be reimbursed to the applicant on the basis of a project completion report and copies of settled invoices.

Co-financing

Applicants have to provide at least 10% of the total eligible project costs from own resources, according to the requirements stated in the application guide.

The list of eligible and non-eligible costs of the project and the provisions of in-kind contributions is specified in the application guide.

The requested grant may not exceed 90% of total eligible project costs.

The number of the projects that may be submitted by each applicant

Altogether 3 projects can be submitted by each organisation:

- maximum 1 projects can be submitted by each applicant *as a leader of the project,*
- and maximum 2 projects can be submitted by each applicant *as a member of consortium.*

Each application need to be submitted to one of the objectives (1-4)

If the application related to other objective(s), the **primary objective should be clearly stated** with reference to the related objective(s)

Maximal number of projects: maximum 100

Minimum and maximum duration of projects

The minimum duration of projects is 4 months, and the maximum is 24 months.

Terms of eligibility

The following applications may not be taken into consideration:

- If the application was submitted by an illegible applicant, or does not comply with any of the objectives (1-4) described in the call for proposals, as well as if the application is not in accordance with the requirements regarding form and content stated in the call for proposals and application guide;
- If the applicant does not have the necessary licences for the performance of or in connection with the activity to be supported or if this activity is not stated in the registered sphere of activities of the applicant;
- If it falls under any of the other exclusion criteria stated in the application guide.

Application fee

Applicants are not required to pay any application fee.

Submission and evaluation of applications

Applications should be completed in Hungarian in the requested format and submitted **in 3 copies (1 original and 2 copies)** according to the requirements regarding the form and content stated in the application guide, and also on **electronic version (1 CD) via registered mail to the Intermediary**.

The name and address of the **Intermediary**:

**Ministry of Environment and Water
Financial and Investment Department
H-1011 Budapest, Fő utca 44-50.**

The applicant will be informed upon the receipt of the application.

The application form and the user guide can be downloaded from the website of the Ministry (www.kvvm.hu/aktualis/palyazatok), and can also be obtained directly - in return for data store equipment (CD or floppy disk) - on Tuesdays and Wednesdays between 9:00 and 15:00, on Thursdays between 9:00 and 17:00, or on Fridays between 9:00 and 13:00 from the following address:

**Ministry of Environment and Water
Green Point Service
H-1011 Budapest, Fő u. 44-50.**

For **further information on the applications**, please contact the **Green Point Service** of the Ministry (phone no.: (36)-1-457-3437, (36)-1-457-3438, toll free no.: (36)-06-80-40-1111, fax no.: (36)-1-457-3354 or e-mail:info@mail.kvvm.hu)

Deadline for the submission of applications

The latest date for submitting the applications is 17th of January 2008.

Later inclusions

If the application requires clarification or if there is any error or inaccuracy in the application, at the request of the Intermediary the applicant must provide additional information.

Later inclusions **are possible on one occasion**.

The list of documents that can be submitted after the deadline is detailed in Annex 8. of the application guide.

Applications received after the deadline set for late inclusion and/or still incomplete applications will not be taken into consideration and will not take part in the evaluation process.

Applications that do not meet the eligibility criteria or the relevant legislative provisions will also not be taken into consideration.

Applicants must, within 10 working days of the receipt of the request for clarification, include and send the missing documents.

Main criteria of evaluations

- compatibility with the selected objective(s) of the call for proposals
- significance and relevance of the project (the activity aimed to manage or solve the problem)
- financial feasibility and sustainability of the project
- competence and professionalism of the applicant (proof of sufficient experience and expertise(s))
- cooperation during the implementation of the project (partnerships, volunteers, etc.)

Selection procedure

The Minister will make judgements on the applications in writing, within 4 months of the date for the competition of the applications. Applicants will be informed by the Ministry of Environment and Water about the result of the ministerial decision. In accordance with the Ministry of Environment and Water decree 3/2004. (II. 24.) article 16 (1) the ministerial decision may not be appealed.

The legal relation concerning the fund will be created at the time when the contract is concluded.

The Minister makes his final decision based on the recommendation of the Evaluation Board established for making the proposal and ranking the supported applications. The Committee will meet as required.

Contracting and implementation

Beneficiaries will be informed by the Financial and Investment Department of the Ministry of Environment and Water about the contracting conditions. The application guide contains the general contracting conditions; further conditions can be determined within the selection procedure. In the case of meeting all the criteria required for contracting, the contract with beneficiary prepared by the Financial and Investment Department of the Ministry of Environment and Water will be signed by the beneficiary and the minister.

In general the stipulations contained in the OIB, Articles 87, 88, 91 and 92 shall relate to the conclusion of the contract and the payment of the fund.

Any public procurement relating the implementation of the project needs to be finalized before signing the contract.

General conditions of contracting can be found in the application guide.

The decision can be invalidated if the contract sent to beneficiary is not signed within 90 days after the receipt by the latter. In justified cases (such as public procurement, the acquisition of a permit etc.) the contracting deadline is extendible.

Based on Government Decree 217/1998 (XII.30), in case the beneficiary – for reasons outside its responsibility – does not fulfil, partly or totally the obligations in contract, the fund shall be partially or totally returned to the Intermediary, including the interest.

Property created through the investment of the fund - in the case this becomes the property of the beneficiary – may be sold, rented or mortgaged only with the preliminary agreement of the Intermediary as well as with the undertaking of the obligations of employment, service provision and other obligations. Contracts/Agreements shall remain in force until 10 years have elapsed after the date of the acceptance of the project completion report.

Modification of the contract

Modification of the contract may occur according to the stipulations of the Ministry of Environment and Water decree 3/2004 (II.24), for reasons outside the responsibility of the beneficiary, force majeure, as well as due to a change in data. The request for modification of the contract should be submitted to the Financial and

Investment Department of the Ministry of the Environment and Water. **The deadline for submitting the request for modification of the completion date is 30 days before the completion date as stated in the contract**, but not later than 31. December 2010.

Reporting obligation

The beneficiary is obliged to inform the Intermediary about the fulfilment of the project.

Report (interim report(s) and final report) related to the implementation of the project requested in Hungarian language.

Reports should be submitted to the Intermediary in 2 copies (1 original and 1 copy) and also in electronic version.

Monitoring

All projects will be monitored on-site by the Intermediary at least once during their implementation. The monitoring of the use of the fund will be carried out according to the Ministry of Environment and Water decree 3/2004 (II. 24).

For more information please contact

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