
CALL FOR PROPOSALS

2008

**As commissioned by the EEA & Norwegian Financial Mechanism
the Public Foundation for the Equal Opportunities of Persons with
Disabilities**

announces a call for proposals procedure

under its programme entitled

**”Providing Persons with Disabilities with Access to Equal
Opportunities in the social sector”**

under the title

**”Accessibility of public institutes providing basic and special social
care, basic child welfare care and special care for child protection”**

1. Reference number of the Call for Proposals: 1713

2. Objective of the programme

To advance accessibility of public institutes and services providing basic and special social care, basic child welfare care and special care for child protection. That is how we aim to provide access for persons with disabilities to public services in order to ensure self-determination and active participation in social life.

3. Source of funding of the Call for Proposals procedure

The total budget of the programme is HUF **586 319 890**, of which the amount of HUF **497 316 519** has been made available by the EEC & Norwegian Financial Mechanism, and HUF **89 003 371** is provided as the Public Foundation’s own contribution. Under the present Call for Proposals procedure HUF **534 829 864** can be allocated on grants.

4. Scope of applicants

Under the programme organisations and their institutes/organisations can apply for grants on their behalf which own or manage public buildings providing public duties as set out below:

- a) basic and/or special social care described in Act III of 1993,
- b) basic child welfare care and/or special care for child protection described in Act XXXI of 1997.

Maintainers that fall under Art. 4, paragraph (1) clause "me" of Act III of 1993 are excluded

Proposals can be submitted by Hungarian organisations that - in accordance with effective rules of law - fulfil public duties as listed in **Communiqué** No. 8005/2007 (PK.14) of the Minister of Finance. This activity shall be indicated in the Deed of Foundation or Articles of Association and Licence of Operation of the institute maintained by the organisation submitting a proposal.

TEÁOR (categorization of scope of activities) numbers in accordance with Communiqué No. 8005/2007. (PK.14) of the Minister of Finance:

- 872000 Residential rehabilitation services for patients with mental illnesses or addiction problems
- 873000 Residential rehabilitation services for the elderly, persons with disabilities
- 879010 Residential rehabilitation services at nurseries
- 879020 Care of persons placed at children's temporary homes
- 879030 Care of persons placed at families' temporary homes
- 879040 Care of persons placed at children's homes
- 879050 Care of persons placed at corrections institutes
- 879060 Other residential rehabilitation services
- 881000 Social care of the elderly, and the disabled not under residential rehabilitation services
- 889110 Care at nurseries
- 889120 Care at family day care centres
- 889130 Care of children in other day care services
- 889900 Other unranked residential rehabilitation services

Each Organisation shall submit only one proposal regarding one building!

For each type of institute it is **the maintaining organisation** that submits the proposal.

5. Eligible activities

Under the Call for Proposals those activities may be awarded that:

- 1) provide complex accessibility for the disabled, regarding both the services, and the building itself. Complex accessibility shall contain both physical and communication accessibility.

2) contain improvement of the physical accessibility of a building, and the related communication accessibility , especially with regard to the needs of persons with disabilities.

Under the programme grants may be obtained only for the **complex and overall** implementation of accessibility reconstruction works. Grants may be awarded to any activity that will result in the fulfilment of the **minimum requirements** set out in the documents entitled "*Aid to the implementation of complex accessibility*" (Annex 1 to the Guide to Proposals), and "*Recommendation on info-communication accessibility*" (Annex 2 to the Guide to Proposals).

Accordingly, applicants may request grants for activities that will, setting out from the existing conditions of the building, result in the attainment of the level defined in the "minimum requirements".

Grants can be obtained for the complex accessibility of public buildings providing public services built prior to 1 January 1998, ranked among the three categories set out below:

- a) Buildings where no accessibility reconstruction works have been carried out yet in accordance with relevant rules of law,
- b) Buildings that have partial accessibility (for example, entry to the building is provided but there are no lavatories with free access; transfer routes with free access between parts of buildings with different floor levels are not provided; the building has communication accessibility but lacks physical accessibility),
- c) Buildings where physical accessibility reconstruction works have already been made in accordance with relevant rules of law but have no communication accessibility.

6. Financial terms

The amount of the **non-repayable** grant under the present Call for Proposals shall be minimum HUF **2.524.148**, maximum HUF **6.057.954**.

Applicants **have to provide own contribution** determined in the percentage of the full amount of the grant to be awarded. The extent of own contribution is set out in the annex of Govt. Decree No. 7/2003 (I.24) and of Govt. Decree No. 240/2006 (XI.30). Own contribution may be provided both in cash and as in-kind.

In the completion reports accounts on own contribution shall be also submitted! The rules on providing own contribution are set forth in section 6 of the Guide to Proposals.

7. Term of the supported projects

Duration of the supported projects will be **minimum 10 months**.

The date of commencement of the supported projects shall be the date of the Grant Agreements. **The planned start date is 1 October 2008.**

The supported projects shall be completed by 31 July 2009 the latest.

If the supported project lasts for 3 months or a period shorter than that, there is no need for an interim report, and 60% of the grant will be paid upon the approval of the completion report.

8. Planned number of granted proposals: minimum of 90.

9. Funding

The programme is financed in 3 instalments as set out below.

Schedule of payments		
Amount of grant obtained		Date of payment
Instalment 1	40 % advance payment	Upon signing the contract, the latest within 20 days
Instalment 2	40% interim payment	Upon interim report Q1, the latest within 20 days
Instalment 3	20% final payment	Upon acceptance of the completion report, the latest within 30 days

10. Conditions of submitting proposals

One organisation shall submit only one proposal on one building.

In order to assess the eligibility of the proposal, the applicant shall submit in a separate annex **a complex accessibility concept** related to the call for proposals, complying with the minimum elements set out in section 3 of the Guideline for Applicants. Through such complex accessibility concept the applicant will demonstrate the steps of providing the institute with accessibility, indicating steps already implemented and steps planned to be realised.

In addition to the concept, the proposal shall contain the Proposal Sheet completed on the grounds of the Guideline for Applicants, included in the Proposal Folder, and the compulsory Annexes.

11. Form of submitting proposals

The proposal documentation may be downloaded from the website of the Public Foundation (www.fszk.hu). The documentation may be requested also in paper format in a request sent to the postal address of the Public Foundation (**1134 Budapest, Dózsa György út 144.**). The organisations requesting such documentation will be registered by the secretariat of the Public Foundation to ensure contact.

Proposals shall be submitted on forms (Data Sheet) attached to the invitation.. It is prohibited to alter the format of the forms; instructions on the completion thereof shall be strictly complied with. Proposals shall be forwarded to the Public Foundation in an original copy signed and initialled on each page by the head of the institute, and in 3 reproduced copies, in bound or stitched format, paginated with uninterrupted numbers. The Proposal Data Sheet, the complex accessibility concept and the budget forms shall be forwarded also in electronic format (exclusively on CD) by certified mail receipt of delivery required.

Final deadline for submitting proposals: 15 July 2008 (date of the postal stamp!)

Proposals received late will not be assessed!

12. Detailed information

Any questions regarding the proposals shall be put only in writing: by e-mail (norvegalap@fszk.hu), in letter, or by fax. The replies given to the questions will be made public on the website of the Public Foundation (www.fszk.hu) to ensure equal opportunities for all applicants.

13. Notifying applicants after decision has been made

Each applicant will be notified in writing by the secretariat of the Public Foundation on the decision adopted on awarding the grant, and the results will be made public on the website www.fszk.hu.

The results are expected to be announced on 15 August 2008.

14. Criteria for assessing projects

Proposals submitted will be first assessed **formally**. In the assessment form we will check whether the documentations have been fully completed, the necessary annexes have been attached, and whether the proposal has been submitted in the form required.

Within 3 days from the formal assessment the Public Foundation will notify each applicant that has failed to meet the formal requirements, and possibly call them to arrange for completion, which shall be submitted in 5 days from receipt of such notice.

Please note! Completed documents have to be received before the deadline! In case of failure to meet the deadlines set forth in the Guideline for Applicants the proposal will be dismissed!

No further completion will be allowed, unless it is related to the building permit and then only by the deadlines determined in the Guideline for Applicants!

Proposals will be adjudged in terms of **professional** aspects based on points of consideration included in the Guideline for Applicants, with the involvement of experts, by the Assessing Committee. Based on the recommendations of the Assessing Committee decision on awarding the grant will be adopted by the board of trustees of the Public Foundation.

15. Further information

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Budapest, 21 April 2008