



Applicant's manual

in the frame of the

INTERREG V-A SLOVAKIA-HUNGARY COOPERATION PROGRAMME

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Introduction

The Interreg V-A Slovakia-Hungary Cooperation Programme [Programme] operates within the 2014-2020 European Union [EU] financial frameworks as the part of the 3rd objective of EU Cohesion Policy. Interreg¹ has the objective of promoting good neighbourly relations, of fostering stability, security and prosperity in the mutual interest of all countries concerned, and of encouraging their harmonic, balanced and sustainable development.

The specific aim of the Interreg V-A Slovakia-Hungary Cooperation Programme is to make the Slovak-Hungarian border region more cohesive, environmentally friendly and competitive by sustainable use of natural and cultural heritage, improving accessibility, improving employment opportunities and supporting institutional and people to people cooperation. These themes for cooperation are translated into Priority axes [PA] described in the Interreg V-A Slovakia-Hungary Co-operation Programme document. The document was approved by EC Decision C(2015) 6805 on 30 September 2015.

The Programme is delivered through four priority axes of particular relevance to the Slovak-Hungarian border region. They respond to the opportunities and challenges identified in the cohesion analysis and they have been defined to facilitate the identification of the main focus for actions of approved projects.

The overall European Regional and Development Fund [ERDF] support for financing projects within the Interreg V-A Slovakia-Hungary Cooperation Programme is 146 460 448 EUR. **The indicative ERDF amount available under the present Call for proposals is 67 475 822 EUR.** The Monitoring Committee [MC] reserves the right to award different amount of the available funds. In the frame of the present Call the following priority axes are open:

- PA1 - Nature and culture
- PA2 - Enhancing cross-border mobility
- PA4 - Enhancing cross-border cooperation of public authorities and people

The Managing Authority [MA] may modify the terms of the call by amendment at any time prior to the deadline for submission of applications. The amendments may not affect the eligibility and the evaluation criteria. In order to afford reasonable time for Applicants to fulfil the modified terms of the Call, the Managing Authority may extend the deadline for the submission of applications. If the Applicant submitted the application before publishing an amendment, the Applicant cannot suffer disadvantage due to the modified terms of the conditions.

The Managing Authority after consultation with the National Authority [NA] may decide to cancel the call for proposals procedure at any stage, but particularly if

- there have been irregularities in the procedure, in particular where these have prevented equal treatment;
- exceptional circumstances or force majeure render the normal implementation of the planned actions impossible.

If the Call for proposals is cancelled, the information on cancellation will be published on the www.skhu.eu website. Any potential losses from cancellation are not entitled for compensation.

¹ European cross-border, transnational and interregional co-operation programmes

Indicative ERDF allocation for the first Call for proposals

Priority	Specific objective	Total ERDF allocation in the Programme	1 st Call for proposals		
			Indicative ERDF allocation	Timeframe	Application procedure
PA1 - Nature and culture	SO1.1 - To increase the attractiveness of the border area	55 427 808 EUR	25 386 977 EUR	Open from 29/07/2016 until 3/11/2016	One step
PA2 - Enhancing cross-border mobility	SO2.1 - Increasing the density between border crossing points along the Hungarian-Slovak border	16 690 000 EUR	16 690 000 EUR	Open continuously with the deadlines of 3 November and 15 February every year	One step
	SO2.2.1 - Improving cross-border public transport services	10 980 000 EUR	10 980 000 EUR		
	SO2.2.2 - Improving cross-border logistic services	6 938 080 EUR	6 938 080 EUR		
PA3 - Promoting sustainable and quality employment and supporting labour mobility	SO3.1 - Decreasing employment inequalities among the regions with a view to improving the level of employment within the programming region	34 608 080 EUR	Not introduced in the 1 st Call for proposals		
PA4 - Enhancing cross-border cooperation of public authorities and people	SO4.1 - Improving the level of cross-border inter-institutional cooperation and broadening cross-border cooperation between citizens.	21 816 480 EUR	7 480 765 EUR	Open from 29/07/2016 until 3/11/2016	One step
Total		146 460 448 EUR	67 475 822 EUR		

Application package

Before getting started, please download the Programme document and check the Info charts in the [FAQ](#) section of the Programme's website. This will help you determine whether your aspirations fit the Programme objectives. If your project idea contributes to one of the Programme objectives, start to develop your project proposal² by downloading the Application package including all reference and guidance documents from the Actual Call for proposals section of the www.skhu.eu website. The documents can be downloaded separately or compressed into one file. The package contains the following documents:

- Call for proposals /EN/
- Call for proposals /SK/
- Call for proposals /HU/
- Applicant's manual [Manual]
- Guide on eligible expenditures [Guide on expenditures; GOEE]
- Visibility guide for projects
- Application form [AF]
- Annexes to the Application form
 - Annex I.A – Declaration of the Slovak Project partners (SK)
 - Annex I.B – Declaration of the Hungarian Project partners (HU)
 - Annex II. – Declaration on partnership
 - Annex III. – Declaration on State aid
 - Annex IV. – Declaration on exemption from EIA
 - Annex V. – Sworn statement on Natura 2000
 - Annex VI. – Declaration on Natura 2000 for SK partners
- Assessment grids
 - Administrative assessment grid
 - Eligibility assessment grid
 - Quality assessment grid for PA1
 - Quality assessment grid for PA2 SO21
 - Quality assessment grid for PA2 SO221
 - Quality assessment grid for PA2 SO222
 - Quality assessment grid for PA4
- Subsidy contract template
- Partnership agreement template

The **Call for proposals** document provides basic information in three languages about the conditions of the first Call. The **Applicant's manual** [Manual] provides detailed information about the Programme rules and the conditions of the Call and serves as the binding document in case contradictory information occurs in the Application package.

After reading this document and familiarized with the rules and conditions you may start filling the **Application form** [AF]. The AF describes the project (objectives, results, outputs, partnership) and gives detailed information on the activities and financial figures. In order to fill the AF properly, it is highly recommended to carefully read and follow the instructions provided in the Application form template.

² Also referred as [Project], [Proposal], [Application] or [Operation]

The instructions will guide you from cell to cell explaining the requested information except the sheets of eligible expenditures.

Due to the complexity of the project budget, Applicants shall use detailed description of eligibility rules concerning the project's eligible expenditures available in the **Guide on eligible expenditures** [Guide on expenditures] document during the preparation of the budget in the Application form.

Project partners shall plan their resources to implement the information and publicity measures as early as preparing their proposals and the Application form. For more details on information and publicity please see **Visibility guide for projects**.

After filling in the Application form, please check the **Assessment grids** relevant to your PA and check whether you indicated all the information requested by the grid sufficiently. If not, please try to amend your application in order to be able to get the highest score for your project.

Before submitting the Application, please check whether all the relevant Annexes are attached to the Application form. Please note that there are further Annexes requested besides those that are provided on templates as a part of the **Annexes to Application form**.

Applicants can find in the package the future **Subsidy contract template** and **Partnership agreement template** as well. In case you need additional information please contact the Joint Secretariat or the nearest Info Point.



Please note that the Application form [AF] must be filled in English and it is a binding document as the Subsidy contract.

The binding document concerning the Programme rules and conditions of the first Call is the Applicant's manual. The present version of this Manual is only relevant in connection to the first Call for proposals and only for Priority Axes 1, 2 and 4.

Special mechanisms concerning PA1 and PA4 like Beneficiary Light scheme and Small Project Fund and Priority axis 3 is not being published at the moment and will be implemented at a later time.

To help you browsing this document, the Applicant's manual have been fitted with a linked list of content. This Manual consists of the following parts:

- Part 1 – Basic information about the Priority axes
- Part 2 – Eligibility criteria concerning the Applicants
- Part 3 – Project requirements
- Part 4 – Basic information on eligible expenditures
- Part 5 – Mandatory annexes and the submission procedure
- Part 6 – Selection procedure and contracting
- Part 7– Regulatory framework

Before you go into the details, please get to know the management bodies and their role in the Programme described in the next chapter.

Management structure

<p>Monitoring Committee</p>	<p>Supervises and implements monitoring during the Programme implementation and is responsible for selection of operations. It approves the documents which contain all the important information related to the methodology and criteria used for selection of operations. Monitoring Committee fulfils tasks according to Article 110 of Regulation (EU) No 1303/2013.</p>
<p>Managing Authority Prime Minister's Office (HU)</p>	<p>Bears overall responsibility for the management and the implementation of the Programme towards the European Commission. Responsible for managing and implementing the Programme in accordance with the decisions of the Monitoring Committee.</p>
<p>National Authority Ministry of Agriculture and Rural Development of SR with NA functions (SK)</p> <p>Prime Minister's Office with NA functions (HU)</p>	<p>Responsible for the setting up and the execution of the control system in order to validate the expenditures at the national level (including first level control of expenditures incurred at the national level and a compliance of operations with the national law and EC regulation). Ensures the national co-financing (including preparing and signing the National co-financing contracts).</p>
<p>Certifying Authority Hungarian State Treasury (HU)</p>	<p>Responsible for coordination and regulation of subjects involved in system of financial management, developing accounts, applications for reimbursements and receipt of payments from European Commission [EC], management of financial relations (especially from irregularities and financial revisions) with EC and national level. Responsible for drawing up and submitting to the Commission certified statements of expenditure and application for payment.</p>
<p>Audit Authority Directorate General for Audit of European Funds (HU)</p>	<p>A functionally independent body of the Managing Authority and the Certifying Authority fulfils tasks according to Article 25 of Regulation (EU) No 1299/2013 and Article 127 of Regulation (EU) No 1303/2013. Ensures that audits are carried out to verify the effective functioning of the management and control system. Assisted by the Group of Auditors.</p>
<p>Group of Auditors</p>	<p>Assists the Audit Authority in order to ensure that audits are carried out according to relevant EU and national rules. The Group of Auditors consists of Ministry of Finance of the Slovak Republic (SK) and Directorate General for Audit of European Funds (Hungary).</p>

Joint Secretariat

The JS assists the Managing Authority and the Monitoring Committee in carrying out their respective functions. The Joint Secretariat shall also provide information to potential Beneficiaries about funding opportunities under cooperation programmes and shall assist Beneficiaries in the implementation of operations with respect to Programme rules. JS coordinates the Programme implementation, organises the MC meetings.

Info Points

Info points [IP] are established in the eligible area in Slovakia in Bratislava, Nitra and Košice to complement the activities of the JS. The main tasks of the IPs are to assist in project generation, application and implementation processes, to contribute to information and awareness raising activities and to serve as contact points.

First level control system

Ministry of Agriculture and Rural Development of SR (SK)
Széchenyi Programme Office Non-profit Ltd. (HU)

Responsible for verifying the legality, regularity and eligibility of expenditure declared by the Beneficiaries.

PART I.

Priorities and objectives

1. PA1 - Nature and culture

1.1. Specific objective 1.1- To increase the attractiveness of the border area

Projects under Priority axis Nature and culture will contribute to an increase of the attractiveness of the border area. This Specific objective [SO] is targeted at better utilization of the regions endogenous natural and cultural potential in supporting the sustainable development of local economies.

Results that the Member states seek to achieve

- Better utilization of the regions endogenous natural and cultural potential in supporting the sustainable development of local economies;
- Increase in social, economic and territorial cohesion by supporting joint cultural activities and activities concerning to nature preserving and protection;
- Improving social, economic and territorial cohesion by supporting joint cultural and nature conservation activities;
- Increase in the number of visitors in the programme area.

As a result of the projects implemented within the PA, new, integrated tourist areas with own products and brand will be developed. The interventions will be carried out in an environmentally sound way with a view to guaranteeing the higher attention toward the natural and cultural values of the common region. It is expected that the number of visitors coming from the neighbouring country will significantly grow on each side of the border and long-term, strategic cooperation starts in many small regions for protecting natural and cultural heritage.

Types and examples of actions to be supported

The following part contains the types of actions the Programme will support under SO1.1. The list of examples of actions is not exhaustive and serves as guidelines rather than specific criteria.

Supporting the cooperation and development of cultural heritage sites

- Development of heritage renewal strategies, studies, surveys or plans required to obtain building permits³;
- Preservation, restoration and renovation of cultural heritage religious sites with strong links to existing territorial strategies or initiatives aimed at tourism development;
- Reconstruction or building of related complementary infrastructure like parking places, site signage, visitor centres, local access roads, small bridges;
- Development of cross-border cultural thematic religious routes;

³ These activities may not be financed as standalone projects but only as complementary activities to investment projects related to cultural heritage.

- Organisation of joint cultural events with cross-border added value linked to historical, cultural, and religious heritage.

Maintaining and promoting natural heritage in the programme area

- Development of natural heritage renewal strategies, studies, surveys or plans required to obtain building permits⁴;
- Water management including river basin management, restoration of floodplains, wetlands⁵, river banks and rivers, re-naturalisation of river banks and rivers in line with the Specific objective (increase of visitors in the region);
- Forest management, including sustainable forest management, preservation and development of forest sites that carry cultural/natural/religious relevance, awareness raising activities regarding sustainable forest management, conservation of biological diversity, development of public-social/recreational/aesthetic-artistic functions in forests in sustainable and environmentally friendly way;
- Integrated cross-border strategic plans for the development, restoration and conservation of green infrastructure⁶ such as urban forests and constructed wetlands;
- Planning and construction of local access roads linked to sites of natural heritage;
- Joint environmental awareness campaigns and educational programmes.

Design cross-border action plans, set up models and test pilot actions to better capitalize the regions cultural and natural heritage and to combine tourism with the promotion and protection of the regions natural and cultural heritage by

- performing creative and artistic actions;
- destination management;
- joint marketing strategies;
- exchange of experiences;
- mutual learning;
- pilot activities.

Developing small scale quality tourism linked to local environmental or cultural features by

- product and service innovation;
- applying innovative solutions and ICT uptake;
- developing high value added tourism in niche markets - cultural and environmentally friendly tourism, gastronomy tourism, sports tourism, etc. clustering activities involving tourism industries.

⁴ These activities may not be financed as standalone projects only as complementary activities to investment projects related to natural heritage.

⁵ Wetlands as defined by the Convention on Wetlands of International Importance (RAMSAR) include lakes and rivers, swamps and marshes, wet grasslands and peatlands, etc. and human-made sites such as fish ponds, reservoirs.

⁶ Green infrastructure is addressing the spatial structure of natural and semi-natural areas but also other environmental features which enable citizens to benefit from its multiple services. See also:

http://ec.europa.eu/environment/nature/ecosystems/docs/green_infrastructure_broc.pdf

Design and construction of local access roads linked to sites of cultural and natural heritage, preparation and construction of cross-border road infrastructure.

Joint development of environmentally friendly tourism products and offers and development of cross-border infrastructure for eco-tourism

- Support for planning and building safe and sustainable small vessel cross-border water trails and infrastructure like watercourse access and egress facilities, parking, and craft loading and unloading spaces, route and hazard signage on the watercourse, camping places etc. Waterway infrastructure for other than small vessels (hull length exceeding 20 m) is not eligible; Support for planning and building safe and sustainable cross-border shared 'green ways' and infrastructure.



Development of renewal strategies, studies, surveys or plans required to obtain building permits may not be financed as standalone projects but only as complementary activities to investment projects related to cultural heritage.

Investments into development of accommodations are out of the scope of present Call.

Road connections may only be financed under this Specific objective if they are complementary investments to projects related to natural and cultural heritage, and are absolutely necessary for spreading the benefits of the projects over the borders.

Road constructions can be also financed as complementary projects to investments related to natural and cultural heritage e.g. financed by other development programmes as well contributing to the thematic objective and the Specific objective of the Priority axis and contributing to the decrease of greenhouse gas emission.

Main target groups

- population of the eligible region
- local communities
- entrepreneurs
- tourists
- non-profit organizations

Programme Specific Result Indicator

R110 Total number of visitors in the region (visitors/year)

A visitor in accommodation establishment of tourism is a person (except staff and owner) using services of temporary accommodation establishment regardless of country of permanent residence. Children are also included in the number of visitors. The visitor uses accommodation services for the reason of holiday, business trip, participation in sport event, training course, symposium, stay in spa and convalescent centres, visit of friends or relatives, participation in church events, etc.

Common and Programme Specific Output Indicators

CO09 Increase in expected number of visits to supported sites of cultural and natural heritage and attractions (visits/year)

The ex-ante estimated increase in number of visits to a site in the year following project completion. Valid for site improvements that aim to attract and accept visitors for sustainable tourism. Includes sites with or without previous tourism activity (e.g. nature parks or buildings converted to museum). One visitor can make multiple visits; a group of visitors count as many visits as many members the group has.

CO13 Total length of newly built roads (km)

Length of roads (in kilometres) constructed by the project where either no road existed before or as a consequence of project completion, the capacity and quality of the previously existing local/secondary road is significantly improved to reach a higher classification (e.g. national road or equivalent). Road construction operations must be complementary to investments financed by the Programme or national mainstream programmes contributing to the Specific Objective.

CO23 Surface area of habitats supported to attain a better conservation status (hectares)

Surface of restored or created areas aimed to improve the conservation status of threatened species. The operations can be carried out both in or outside of Natura 2000 areas, capable of improving the conservation status of targeted species, habitats or ecosystems for biodiversity and the provisioning of ecosystem-services. Areas that receive support repeatedly should be counted only once.

O11 Length of reconstructed and newly built 'green ways' (km)

A greenway is a linear open space established along either a natural corridor, such as a river front, stream valley, or ridgeline, or over land along a railroad right-of-way converted to recreational use, a canal, scenic road, or other route. It is any natural or landscaped course for pedestrians, equestrian or bicycle passage; or open space connector linking parks, natural reserves, wildlife habitat corridor, cultural features, or historic sites with each other and with populated areas or a certain strip of linear park designated as parkway or greenbelt.

2. PA2 - Enhancing cross-border mobility

2.1. Specific objective 2.1 - Increasing the density between border crossing points along the Hungarian-Slovak border

The aim of the Specific objective is to increase the density between border crossing points along the Hungarian-Slovak border.

Results that the Member states seek to achieve

As a result of the implementation of activities the density of border crossing road infrastructure will be increased, travelling time from regional and sub-regional centres to the TEN-T corridors will be shortened, and consequently the specific greenhouses gas emission will decrease.

Investments under this SO have to result in a better connectivity between the urban zones (secondary and tertiary nodes) and the comprehensive and core components of TEN-T network crossing the programming region. The projects are expected to promote also the implementation of measures of the 2nd River Basin Management plan both national level and the Danube River Basin District level coordinated by the ICPDR⁷.

Types and examples of actions to be supported

The following part contains the types of actions the Programme will support under SO2.1. The list of examples of actions is not exhaustive and serves as guidelines rather than specific criteria.

- preparation of investments: elaboration of studies, analyses, feasibility studies, cost benefit analyses, technical plans, purchase of permissions⁸
- construction of cross-border roads/bridges/ferries and connecting infrastructure, including passive noise reduction (noise barriers, protecting trees) solutions (as additional activities) with clear and direct link to the TEN-T network.



Activities related to the reconstruction of existing roads are only eligible if capacity and quality of the previously existing local/secondary road is significantly improved to reach a higher classification. The roads built under SO2.1 must have a clear TEN-T relevance⁹. Soft activities can be supported only in case of preparation of concrete investments. New connections should provide shorter distance and decrease in travel time.

All operation must have a clear cross-border aspect; road construction not crossing the border are not supported unless they form part of a bigger, cross-border development initiative (i.e. larger investment realized on both sides of the border facilitating cross-border

⁷ International Commission for the Protection of the Danube River.

⁸ These activities can be supported exceptionally as complementary activities of the respective investment project (they shall not be supported separately).

⁹ TEN-T relevance criteria are the following: the project improves a connection between a tertiary node and the TEN-T network; connections effectively cross the border or create new, direct border crossing; shortened distance and travel time; mutual socio-economic and environmental benefit; in line with the road safety directive.

mobility) aiming to broaden TEN-T network. Investments in infrastructure not serving cross-border mobility are not supported.

Infrastructural projects must have completed documentation (technical plans with all permissions needed). Applicants have to have the proper financial and technical instruments for the planned activities which should be justified by the proofs of previous experiences in the realization of larger infrastructural projects. These requirements can be justified also by the partnership.

Promotion of the implementation of measures of the 2nd River Basin Management plan both national level and the Danube River Basin District levels to reach the WFD objectives. Investment to inland waterways/ infrastructure will be implemented in accordance with Art.4 of the Directive 2000/60/EC, the river basin management will be respected.

Applicants must bear the responsibility for the preparation and implementation of the project, which means that they are not allowed to play an intermediary role. Applicants must ensure the technical inspection with the involvement of an independent engineer.

Main target groups

People crossing the border regularly (students, workers, entrepreneurs etc.)

Programme Specific Result Indicator

R210 Average distance between border crossing points (km)

The value of the indicator can be defined as an average ratio: $D = L/x$, where: D = density of border crossing points; "x" is the number of existing border crossing road infrastructure; and "L" is the total length of the Hungary-Slovakia common border line (679 km).

Common and Programme Specific Output Indicators

CO13 Total length of newly built roads (km)

Length of roads within TEN-T (in kilometres) constructed by the project where either no road existed before or as a consequence of project completion, the capacity and quality of the previously existing local/secondary road is significantly improved to reach a higher classification (e.g. national road or equivalent).

2.2. Specific objective 2.2.1 - Improving cross-border public transport services

Results that the Member states seek to achieve

Thanks to the planned interventions the interconnectivity of regional centres and sub-centres and the internal permeability of the border region will be improved. Increase in number of users of public transport facilities decreases the pollution. As a result of the CP, the number of cross-border public transport services¹⁰ and the passengers using these services will increase which indirectly improves also the level of social interconnectivity.

Types and examples of actions to be supported

The following part contains the types of actions the Programme will support under SO2.2.1. The list of examples of actions is not exhaustive and serves as guidelines rather than specific criteria.

- Development of cross-border intelligent transport systems (ITS), passenger information systems, on-line schedules, e-ticketing, mobile apps, common tariff systems;
- Development and integration of cross-border public transport services, establishing transport associations;
- Investments on infrastructure (e.g. vehicles - buses, ferries, boats -, bus and railway stations, ferry ports);
- Investments contributing to a better accessibility of urban functions;
- Development of demand-driven cross-border transport services;
- In case of activities related to road constructions passive noise reduction (noise barriers, protecting trees) solutions;¹¹
- Preparation of investments: elaboration of studies, analyses, concepts; elaboration of recommendations concerning legal-administrative bottlenecks hampering cross-border mobility (e.g. allowance of cabotage, ease of international transport rules between the two states etc.)¹².

¹⁰ Service in this context means a utility facilitating cross-border mobility, e.g. new bus line (passengers travelling on the line per year), e-ticketing service (passengers using e-ticketing per year), mobile application (users applied the application), developed intelligent transport system (e.g. automated scheduling, route planner, display board etc.)(Users of developed tools per year), cross-border common tariff system (passengers using the system: customers), operating cross-border transport association (passengers travelling on the cross-border lines of the association), etc.

¹¹ These activities can be supported exceptionally as complementary activities of the respective investment project (they shall not be supported separately).

¹² These activities can be supported exceptionally as complementary activities of the respective investment project (they shall not be supported separately).



All operations must have a clear cross-border aspect. Investments in infrastructure not serving cross-border mobility are not supported. Soft activities can be supported only in case of preparation of concrete investments financed by the project.

Soft elements should demonstrably draw on the results of cross-border cooperation, for example, joint strategies for territories from both sides of the border, functions available for both sides, combining different skill sets not available in one region, gaining a critical mass otherwise unattainable, etc.

Infrastructural projects must have completed documentation (technical plans with all permissions needed). Applicants have to have the proper financial and technical instruments for the planned activities, which should be justified by the proofs of previous experiences in the realization of larger infrastructural projects. These requirements can be justified also by the partnership.

The results should be mainly achieved by environmentally friendly transport services, including the use of renewable fuels, which should be ensured partly by the rail and waterway transport eventually resulting in decreased pollution and greenhouse emission.

Investment to inland waterways/ infrastructure will be implemented in accordance with Art.4 of the Directive 2000/60/EC, the river basin management will be respected.

Applicants must bear the responsibility for the preparation and implementation of the project, which means that they are not allowed to play an intermediary role. Applicants must ensure the technical inspection with the involvement of an independent engineer.

Main target groups

People crossing the border regularly (students, workers, entrepreneurs etc.)

Programme Specific Result Indicator

R221 Change in the volume of cross-border public transport (person)

The target value of the indicator has been established with a realistic estimation, based on the data given by service providers of the previous years. It is to be highlighted that the indicator does not refer to individual cross-border transport (e.g. by car, bicycle etc.).

Common and Programme Specific Output Indicators

O221 Number of new public transport services started within the framework of the Programme (pc)

Number of new regular, scheduled cross-border lines (bus, train, ferry, etc.). Service in this context means a utility facilitating cross-border mobility, e.g. new bus line; e-ticketing service; mobile application; developed intelligent transport system (e.g. automated scheduling, route planner, display boards, etc.); cross-border common tariff system; operating cross-border transport association, etc.

2.3. Specific objective 2.2.2 - Improving cross-border logistic services

Results that the Member states seek to achieve

Thanks to the planned interventions the interconnectivity of regional centres and sub-centres as well as economic areas along the border will be improved. Increase in volume of rail and inland waterway transport decreases the pollution. As a result of the PA, logistic service providers start to cooperate in order to create synergies across the border. The users of integrated logistic services¹³ will increase and in this way economic cohesion of the border area will be strengthened.

Types and examples of actions to be supported

The following part contains the types of actions the Programme will support under SO2.2.2. The list of examples of actions is not exhaustive and serves as guidelines rather than specific criteria.

- Realization of cross-border cooperation initiatives in the field of logistics, development of integrated service systems, infrastructure and ICT applications;
- Investments on infrastructure (e.g. railway stations, ferry ports and roads linking new ports to the existing transport network);
- Preparation of investments: elaboration of studies, analyses, concepts¹⁴.



All operations must have a clear cross-border aspect. Investments in infrastructure not deserving cross-border mobility are not supported. Soft activities can be supported only in case of preparation of concrete investments within the project concerned.

Soft elements should demonstrably draw on the results of cross-border cooperation, for example, joint strategies for territories from both sides of the border, functions available for both sides, combining different skill sets not available in one region, gaining a critical mass otherwise unattainable, etc.

Investment to inland waterways infrastructure will be implemented in accordance with Art.4 of the Directive 2000/60/EC, the river basin management will be respected.

The results should be mainly achieved by environmentally friendly transport services, including the use of renewable fuels, which should be ensured partly by the rail and waterway transport eventually resulting in decreased pollution and greenhouse gas emission.

Infrastructural projects must have completed documentation (technical plans with all permissions needed). Applicants have to have the proper financial and technical instruments for the planned activities.

¹³ Service in this context means every logistic service provided for facilitating cross-border good transport, e.g. ICT-platform deserving the flow of goods (number of developed ICT tools), intermodal logistic terminal, integrated cross-border service providing system (entrepreneurs using the services provided by the terminal annually) etc.

¹⁴ These activities can be supported exceptionally as complementary activities of the respective investment project (they shall not be supported separately).

Main target groups

Enterprises interested in Hungarian-Slovak cross-border good transport

Programme Specific Result Indicator

R222 Change in the volume of cross-border good transport (Free-at-frontier value (FFV))

Common and Programme Specific Output Indicators

O222 Number of new logistic services started within the framework of the Programme (pc)

Number of new logistic services. Service in this context means every logistic service provided for facilitating cross-border good transport, e.g. ICT-platform deserving the flow of goods (number of developed ICT tools), intermodal logistic terminal, integrated cross-border service providing system (entrepreneurs using the services provided by the terminal annually) etc.

3. PA4 - Enhancing cross-border cooperation of public authorities and people

3.1. Specific objective 4.1 - Improving the level of cross-border inter-institutional cooperation and broadening cross-border cooperation between citizens

Projects under this Priority axis will facilitate the improvement of the level of cross-border inter-institutional cooperation and broadening cross-border cooperation between citizens. The level of cross-border inter-institutional cooperation depends on two main factors: the capacity of the institutions of the border area which can be improved (among others) by mutual exchange of experiences; and the professional level and strategic basis of cooperation between different institutions from both sides of the border.

Accordingly, the Programme will support activities aimed at strengthening and improving the cooperation capacity and the cooperation efficiency between different organisations (public authorities) of particular sectors (e.g. education, health care, social care, risk prevention, water management, culture etc.) through common professional programmes, trainings, exchange of experiences, capitalisation and know-how transfer.

Results that the Member states seek to achieve

As a result of the activities of the SO4.1 internal social cohesion of the programming area will be strengthened and the level of inter-institutional cooperation will be improved.

- Strengthened cross-border cooperation between citizens, lively cross-border exchange of experiences.
- Improvement of the capacities of the institutions participated in and strengthened interest toward cross-border activities.
- Improved mutual understanding and mutual rapprochement among the ethnic groups living in the region.
- Increase in the number of long-term (institutionalised) partnerships.
- High level of social participation in cross-border activities.
- High number of joint sustainable events, actions covering the major part of the programming region.
- Improved level of bilingualism within the programming region.

Types and examples of actions to be supported

The following text contains the types of actions the Programme will support under SO4.1. The list of examples of actions is not exhaustive and serves as guidelines rather than specific criteria.

Strengthening and improving the cooperation capacity and the cooperation efficiency between different organisations (public authorities) of particular sectors (e.g. education, health care, social care, risk prevention, water management, culture etc.) through

- common professional programmes,
- trainings, exchange of experiences,
- capitalisation and know-how transfer, etc.

Support of activities focusing on the improvement of cross-border services provided jointly, development of small infrastructure necessary for joint service provision investments on infrastructure.

- Elaboration of studies and plans related to the development of the border region in sectorial bases (involving institutions from both sides of the border);
- Joint planning and development of cross-border services provided by public authorities;
- Development of legal instruments and ICT solutions improving cross-border service provision (strengthening the flow of information, e-governance, m-governance etc.);
- Development of cross-border services in the field of health care, training and education, social care, security, administration (e.g. data provision) etc.



The value of small investments and equipment procurement shall be commensurable with the weight of total project and cannot exceed 50% of total project cost. Studies, plans, strategies without tangible outputs and not contributing to the fulfilment of the Programme specific result indicator will not be supported.

The high potential for capitalisation and transferability, as well as project capitalising on existing results will be considered with emphasis among guiding principles for selection of operations. All operations must have a clear cross-border aspect.

Projects shall increase the number of women or disadvantaged persons participating in joint education and training activities, events or using jointly developed facilities or occupying new working places.

The Small project fund is not available within the present call for proposals.

Main target groups

- regional and local organizations;
- public and private institutions providing cross-border services;
- institutions of governmental sector.

Programme Specific Result Indicator

R410 Level of cross-border cooperation (score)

Rating of the cross border cooperation among institutions acting in the Programming area in the previous periods according to specific survey

Common and Programme Specific Output Indicators

O411 Number of cross-border products and services developed (pc)

Number of newly developed cross-border services or products developed by public institutions.

O412 Number of documents published or elaborated outside of the framework of SPF (pc)

Number of documents (e. g. studies, plans, proposals for legal instruments, description/manual of ITC solutions, and operational manuals) related to and based on newly developed cross-border services or products developed by public institutions.

O413 Number of cross-border events (pc)

Number of cross-border events organised by and/or with participation of public authorities and people in the eligible cross-border area.

O415 Number of people participated in cooperation (person)

Number of people participated in the cross-border cooperation including the members of project teams, participants of the events and people participating in the preparation of published documents.

O416 Number of women participated in cooperation (person)

Number of women participated in the cross-border cooperation including the members of project teams, participants of the events and people participating in the preparation of published documents.

O417 Number of participants from socially marginalized groups, including Roma (person)

Number of representatives of vulnerable groups participating in actions financed through the Programme.

PART II.

Eligibility criteria

1. Eligible Applicants



Eligible Applicants have to fulfil eligibility criteria concerning their geographical location and their legal status. At the same time, they must not be subject to any of the exclusion criteria.

Beneficiaries have to take direct responsibility for the preparation and management of the proposed project activities both from a professional and financial point of view and may not act as intermediaries.

Applicants shall be experienced and their professional profile shall be in line with the role and activities described in the Application form. Since the implementation and the maintenance of the projects results require reliable capacities, the Applicants will be measured against a set of criteria related to their professional background.

1.1. Location criteria

Applicants shall have their seats or a regional/local branch registered in the eligible programme area. Organisations which have registered local branch within the programme area, but have their headquarters outside thereof will be regarded as being located in the programme area provided it is the local branch office in the programme area which carries out the substantive work of the project.

In cases when the regional/local branch implementing the project is not a legal entity, the headquarters have to be identified officially as the responsible partner with indicating the existence and proving the registration of the regional/local branch inside the programme area.

The programme area covers 13 NUTS III level regions adjacent to the Slovak-Hungarian border. Two regions have no direct connection with the state border. Their interests are based on territorial proximity and border effect influences experienced. In Slovakia 5 self-governing regions and in Hungary 8 NUTS III level regions are eligible as set out in the following table:

Eligible NUTS3 regions of the Interreg V-A Slovakia-Hungary Cooperation Programme

SK010	Bratislavský samosprávny kraj	HU221	Győr-Moson-Sopron megye
SK021	Trnavský samosprávny kraj	HU212	Komárom-Esztergom megye
SK023	Nitriansky samosprávny kraj	HU102	Pest megye
SK032	Banskobystrický samosprávny kraj	HU313	Nógrád megye
SK042	Košický samosprávny kraj	HU312	Heves megye
		HU311	Borsod-Abaúj-Zemplén megye
		HU323	Szabolcs-Szatmár-Bereg megye
		HU101	Budapest főváros

1.2. Eligible Applicants by type

The indicative list of eligible Applicants by type according to PAs is the following:

PA1 -Nature and culture

- Public institutions;
- Private institutions serving public interests;
- State owned companies;
- Churches;
- European groupings for territorial cooperation (EGTCs);
- Non-governmental organizations;
- Development agencies;
- Municipalities, county municipalities;
- Universities and research institutes;
- Chambers;
- Organizations set up by special law, providing public services (e.g. foundations, associations).

PA2 - Enhancing cross-border mobility

SO21 - Increasing the density between border crossing points along the Hungarian-Slovak border

- Public institutions;
- Planning institutions;
- State owned companies with objectives related to the objective of the priority (public transport);
- Municipalities, county / regional municipalities.

PA2 - Enhancing cross-border mobility

SO221 - Improving cross-border public transport services and SO222 - Improving cross-border logistic services

- Public institutions;
- Private institutions serving public interests;
- State owned companies;
- European groupings for territorial cooperation (EGTCs);
- Non-governmental organizations;
- Development agencies,
- Municipalities, county/regional municipalities;
- Universities and research institutes of transport.

PA4 - Enhancing cross-border cooperation of public authorities and people

- Public institutions;
- Private institutions serving public interests;
- State owned companies;
- European groupings for territorial cooperation (EGTCs);
- Non-governmental organizations
- Development agencies;
- Municipalities, county / regional municipalities;
- Organizations set up by special law, providing public services (e.g. foundations, associations);
- Universities and research institutes;
- Chambers;
- Churches.

1.3. Legal requirements

According to the legal status the following organizations are eligible to apply for funding allocated to the Programme:

- 1) Public authorities, meaning legal entities established and governed by public law, assigned with special competencies and performing tasks in public interest;
- 2) Bodies governed by public or private law (in line with Directive No. (EC) 18/2004), meaning organizations meeting the following conditions:
 - a) established for the specific purpose of meeting needs in the public interest, not having an industrial or commercial character,
 - b) having legal personality, and
 - i) being either financed, for the most part, by the state, regional or local authorities or by other bodies governed by public law;
 - ii) or being subject to management supervision by those bodies;
 - iii) or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the state, regional or local authorities or by other bodies governed by public law.
- 3) Non-profit organisations governed by private law, established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character, having legal personality.
- 4) European Groupings of Territorial Cooperation.

1.4. Exclusion criteria

Applicants are eligible only if the following conditions are met:

- their legal personality is in accordance with the legislation of Slovakia and Hungary and are exclusively legal entities;
- they have their seat in the eligible programme area. However, exceptions can be possible in cases where the different organisational setup of an Applicant makes it necessary;
- they have fulfilled their obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Managing Authority or those of the country where the contract is to be performed;
- they are not bankrupt or being wound up, are not having their affairs administered by the courts, have not entered into an agreement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have not been convicted of an offence concerning their professional conduct by a judgement which has the force of 'res iudicata';
- they have not been guilty of grave professional misconduct proven by any means which the Managing Authority or the National Authority can justify;
- they have not 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 Community's financial interests;
- they are not subject to a conflict of interests connected to their participation in the present Call;

- they are not guilty of misrepresentation in supplying the information required by the MA/NA as a condition of participation in the Call or in failing to supply information;
- they have not attempted to obtain confidential information or to influence the Monitoring Committee or the MA/NA/JS during the assessment process of the current or a previous Call.

2. Partnership requirements

Emphasising the cross-border aspect of the projects, eligible Applicants have to act in partnership. Partners shall develop of balanced partnerships with a rational and efficient task division, responsibilities undertaken. The partnership shall aggregate partners with common needs and objectives to be operable and effective. It shall ensure specific knowledge and expertise, Beneficiaries shall be able to commit themselves and establish good cooperation and collaboration relations. The partners shall be aware of the activities, deadlines, responsibilities and risk factors occurring in case of not performing according to the Subsidy contract and approved project application.

2.1. Partnership principle



Minimum requirement for the partnership is to have at least one Slovak partner and at least one Hungarian partner.

In line with the Article 12 (3) Regulation No 1299/2013 of the Council and the European Parliament this requirement is automatically fulfilled by the organisations operated in the form of European Groupings of Territorial Cooperation type of legal bodies.

Partners in actions are required to have a declaration on partnership at the stage of submission of the application. Declaration on partnership is a compulsory attachment to the Application form. Even though the Lead Beneficiary carries the responsibility for the project, all Beneficiaries shall consider themselves to be fully responsible for implementing their elements of the project in accordance with the Application form and Subsidy contract.

2.2. Categories of the partners

Lead Beneficiary

Partners involved in the partnership shall appoint one organization among themselves to act as Lead Beneficiary. The Lead Beneficiary shall meet the following requirements:

- lay down the arrangements with other partners in an agreement comprising provisions that, inter alia, guarantee the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;
- assume responsibility for ensuring implementation of the entire operation;
- ensure that expenditure presented by all Beneficiaries has been incurred in implementing the operation and corresponds to the activities agreed between all the Beneficiaries, and is in accordance with the document provided by the Managing Authority pursuant to Article 12(5).

The Lead Beneficiary has to be nominated for each project and that particular organization will bear the responsibilities to represent and to mediate the whole project towards the Managing Authority, Joint Secretariat, Certifying Authority, Audit Authority etc. Rather than signing individual agreements with all the Project partners, the Managing Authority shall sign a Subsidy contract with the Lead Beneficiary setting out the conditions for support for the entire project.



As a result the Lead Beneficiary is considered to be the organization that is legally responsible for the delivery of the project. The general duties which fall onto the Lead Beneficiary include:

- submission of the Application form;
- compiling the financial claims and collecting the partners claims verified by the relevant body (First Level Control - FLC);
- submission of the Project reports;
- submission of the project's financial claims;
- receiving payment of the ERDF support, and distributing it amongst the partners;
- recovering amounts paid in error to other partners in the project;
- ensuring the delivery of outputs stipulated in the approved Application form and in the Subsidy contract;
- ensuring that all Beneficiaries are carrying out activities in line with the approved budget;
- ensuring that all activities are carried out in line with the time plan stipulated in the Subsidy contract;
- submission of Follow up reports after the closure of the project.

Cross-border beneficiary

The partnerships must have eligible partners from both countries of the programme area. The minimum setup of the partnership is that the Lead Beneficiary has at least one cross-border partner which has seat on the other side of the border the Cross-border beneficiary. In case the LB has its registered seat in Hungary and there is more than one partner with registered seat in Slovakia, the Slovak partners appoint one organization among themselves as Main cross-border beneficiary. The role of the Main cross-border beneficiary is to conclude the National co-financing contract on behalf of all Slovak Beneficiaries.



In Programme and project documents Lead Beneficiary is indicated as "Lead Beneficiary". Cross-border or Main cross-border beneficiary is indicated as Beneficiary no. 2. Additional Partners not classified into the above mentioned categories are indicated as Beneficiary with ranking list starting at number 3.

2.3. Cooperation criteria

The partnership shall be composed of Beneficiaries that may be linked professionally to the project and may have major contribution and impact within the partnership. A good partnership should include organisations that are relevant for dealing with the common challenge or capitalizing on the joint asset identified by the project. The partners should have complementary expertise, and there should be a balanced selection of organizations in terms of split between the Member States and different sectors. The strength of the partnership can be described via the following cooperation criteria that are present in good territorial cooperation projects¹⁵:

Joint development

The project idea is jointly developed and planned by the Project partners.

In order to fulfil the criteria all Beneficiaries should contribute to the development of the project, including joint development of objectives and outputs, budget, timing and responsibilities for activities to achieve the objectives. Project partners should identify knowledge and experience, which each partner brings to the project and what each partner expects to get from the project.

Joint implementation

The activities, outputs and results are jointly carried out by the Project partners.

In order to fulfil the criteria the Lead Beneficiary bears the overall responsibility for the project, while all Project partners take responsibility for different parts of the implementation. Each Project partner is responsible for coordinating at least one activity, ensures that planned activities are carried out, milestones are met and unexpected challenges to implementation are dealt with.

Joint staffing

All Project partners provide staff to support the project activities.

In order to fulfil the criteria all Beneficiaries have a defined role and allocate staff (internal or external) to fulfil this role. Project partners work together on the project. Partners should not merely carry out activities in parallel without coordination and exchange. Staff members coordinate their activities with others involved in the activity and exchange information regularly.

There should be no unnecessary duplication of roles in different Project partners. The Lead Beneficiary is generally the employer of core project staff, but other Project partners should also allocate staff according to their responsibilities within the project. It is essential that the Lead Beneficiary allocates sufficient resources for the overall project management.

Joint financing

At least 5% of project budget is invested at each Beneficiary.

The project has a joint budget with funding allocated to Project partners according to the activities they are carrying out. In order to fulfil the criteria each Beneficiary should have disposal of at least 5% of the project's total budget.

¹⁵Article 12(4) of Regulation (EU) No 1299/2013



Project partners are required to cooperate at least in three of these criteria. The Joint development and Joint implementation are obligatory for all projects; the third can be either cooperation in the staffing or in the financing of the project. Beneficiaries are of course free to cooperate in all four areas.

Based on Article 12(3) Regulation No 1299/2013 of the Council and the European Parliament the organisations operated in the form of EGTC type of legal bodies automatically fulfil the joint criteria of a partnership; an EGTC is considered as satisfying the requirement of Article 12(4) in case partners from both Hungary and Slovakia are involved in its organisation as founders.

PART III.

Project development

1. Intervention logic

All projects must have clear cross-border aspect. Projects must demonstrate the additional character of the cross-border approach compared to regional, national, interregional or transnational approaches. In case of soft projects they should demonstrably draw on the results of cross-border cooperation. Projects must be in line with existing territorial strategies (e.g. Programs of economic and social development in Slovakia, and in Hungary, development strategies of EGTCs, other regional strategies, etc.) and foster the fulfilment of the objectives thereof.

Every Priority axis has at least one Specific objective which is a particular change that the Programme aims to achieve within the programme area. Each project proposal will be approved under a single Priority axis and must contribute to one of the relevant Specific objective. In general, Applicants have to demonstrate how the Project objectives are logically linked to the relevant Programme specific objective.



Please note that the Programme will support only Projects that are consistent with the relevant Specific objectives and contributes to achievement of its expected results. If the project objectives fall outside the scope of the Specific objective, the project cannot be financed by the Programme.

Applicants must bear the responsibility of maintenance of the built and/or developed infrastructure and all investments for at least 5 years after the completion of the project.

2. Target groups

In order to ensure the durability of the project results it is essential to include or engage with target groups and other stakeholders. The main target groups related to each PA are the following:

PA1 – Nature and culture

- population of the eligible region
- local communities
- entrepreneurs
- tourists
- non-profit organizations

PA2 - Enhancing cross-border mobility

- people crossing the border regularly (students, workers, entrepreneurs etc.)
- enterprises interested in Hungarian-Slovak cross-border good transport

PA4 – Enhancing cross-border cooperation of public authorities and people

- regional and local organizations;
- public and private institutions providing cross-border services;
- institutions of governmental sector.

- Main target-groups serve as a guideline for applicants. Applicants shall identify and justify of target-groups directly and indirectly benefiting from the project as specific as possible.

3. Project activities

Specific objectives can be reached through supported actions. The indicative list of these actions regarding each SO serves as a guideline for project generation. Once the Project objectives are clearly adjusted to the relevant Specific objective, project generation may continue with the planning of project activities required to produce project main outputs.

Project activities are the basic elements of the projects that include a group of related tasks usually resulting in a deliverable or an outcome. Project partners shall develop details of activities and outcomes sufficiently to make a realistic estimation of time and budget, while still leaving some flexibility to allow the changes that may occur during project implementation. Partners need to describe what will be done (tasks), who will do it (responsible partners), when it will be done (time schedule) and how much it will cost (separate budget sheet with the indication of the relevant activity).



Applicants shall avoid breaking down their project into too many activities. It is time consuming and will be difficult to monitor during the implementation. On the other hand they shall avoid statements that are too vague as well. Insufficient description will prevent the partners from having a clear understanding of what it is expected from them and the Programme bodies from understanding what Beneficiaries would like to do. (e.g. complex construction activities completed by a Beneficiary shall be not aggregated into one single activity but divided and described in details).

Project activities are required to be implemented within the eligible area of the Programme. Planned activities beyond the programme area are eligible with limitation and it shall be proven, that the activities are necessary, serve the Programme's objectives and have a positive impact on the eligible area.

Predefined activities

The Application form includes predefined activities which are essential for the successful implementation of the project. The **Project management** activity shall include all the tasks necessary to coordinate the work of the partnership, to monitor it, to verify expenditure, to report it to the Programme and oversee the general implementation of the project. The **Communication** activity shall include all the activities necessary to ensure targeted awareness about the project work and achievements outside the Project partnership.

Core activities

Core activities are groups of jointly (in partnership) or individually (by only Beneficiary) performed tasks necessary for the implementation of the project.

State aid rules

State aid is any public resource given selectively to undertakings engaged in economic activity that could potentially affect competition and trade between Member States. State aid can distort the market, which can result in lower competitiveness for businesses, less innovation or higher prices for consumers.

The overall aim of the State aid rules is therefore to maintain a level playing field for free and fair competition in the market.

Project activities will be assessed in line with the State aid rules applicable according to the EU legislation. Each partner is requested to fill out and submit a Declaration on State aid which is an obligatory attachment to the Application form.

4. Project duration

The time schedule of the project activities must be planned carefully. The activities of the project shall be planned and organised in chronological order. The partners shall have a clear idea about how each implementation step is built upon the other. They shall estimate the necessary amount of time to carry out each step smoothly, but still keep the project as short as possible.



Careful planning is highly important as the possibility for the prolongation of the project duration is limited. Furthermore, if projects fail to keep their own time schedule set in the Subsidy contract, thus the spending forecast is significantly jeopardized, the delay may influence the N+3 spending obligation of the Programme, and de-commitment may take place. In case of failing to meet the requirements of the N+3 regulation, the MA is entitled to de-commit the projects by reducing the original project budget and the corresponding ERDF contribution.

The maximum project duration per Priority axis is indicated in the following table:

Priority	Specific objective	Maximum project duration
PA1 - Nature and culture	SO1.1 To increase the attractiveness of the border area	24 months ¹⁶
PA2 - Enhancing cross-border mobility	SO2.1 Increasing the density between border crossing points along the Hungarian-Slovak border	36 months
	SO2.2.1 Improving cross-border public transport services	24 months ¹⁷
	SO2.2.2 Improving cross-border logistic services	24 months ¹⁸

¹⁶ In duly justified cases up to 36 months in case of border crossing roads, bridges and ferries or projects with total budget above 2 million Euro.

¹⁷ In duly justified cases up to 36 months in case of border crossing roads, bridges or ferries.

¹⁸ In duly justified cases up to 36 months in case of border crossing roads, bridges or ferries.

Priority	Specific objective	Maximum project duration
PA4 - Enhancing cross-border cooperation of public authorities and people	SO4.1 Improving the level of cross-border inter-institutional cooperation and broadening cross-border cooperation between citizens	24 months

The start date of the project set in the Application form is indicative. As a general rule the partners may plan the project start date approximately seven months after the closure of the Call. After the Lead Beneficiary submitted the Application form, Project partners may start the implementation of the project without a valid Subsidy contract on their own risk. The start date of the project shall be adjusted to current circumstances during the contracting procedure.

5. Indicators

Indicators are quantitative values developed on programme and project level in order to measure the programme and project results and outputs. The indicators match the objectives of the programme and measure its achievement. Only project proposals which contribute to result and output indicators of the Programme can be supported. The relevance of indicators is evaluated during assessment procedure. The key factors to consider when selecting project indicators are the following:

- Indicators have to be precise or well defined, in order to avoid different interpretations that may imply different results.
- Indicator shall yield the same results on repeated trials/ attempts when used to measure outcomes.
- Indicator shall be valid and measure only what it intends to measure and nothing else.
- An indicator must be measurable.
- An indicator must be able to utilize locally available resources while at the same time being cost effective.

Indicators are important for any project, particularly for monitoring and evaluation purposes. At the initial phase of a project, indicators are important for the purposes of defining how the intervention will be measured. Through the indicators, managers are able to pre-determine how effectiveness will be evaluated in a precise and clear manner.

During project implementation, indicators serve the purpose of aiding program managers assess project progress and highlight areas for possible improvement. In this case, when the indicators are measured against project goals, managers can be able to measure progress towards goals and inform the need for corrective measures.

At the evaluation phase, indicators provide the basis for which the evaluators will assess the project impact. During scoring of the indicators the assessors will check not only the number of selected obligatory and optional indicators but also the quality, target values of them. Applicants shall rather focus on quality and target values of the indicators and not on number of the indicators. Number of selected indicators does not automatically contribute to the highest possible scoring.



The project results and tangible outcomes need to contribute to the target value of the relevant Programme specific result indicator and to at least one of the SO's Common and programme specific output indicator.

Programme and project level indicators serve as a part of project quality evaluation. Assessors will check the relevancy and logical connection between activities, expenditures and selected indicators.

Result indicators

The result indicator is a measure of the impact the Programme has on its programme area. It is designed to measure the change which the Specific objective is aimed to bring about in the programme area. The result indicators allow also monitoring of progress of the programme throughout implementation and

warn the stakeholders of the need for corrective action.



Applicants shall describe and quantify the project’s contribution to the fulfilment of the relevant result indicator. Result indicators have to be fulfilled during sustainability period (5 years duration after the end date of the project) and are measured at the Programme level by the Managing Authority.

More information on Programme specific result indicators concerning each Specific objective can be found in Part I. of this document.

Common and Programme specific output indicators

Common and Programme specific output indicator is a numerical measure of the achievements of the projects. These are designed to complement the type of actions provided in the Programme, and to contribute towards the achievement of the Programme specific result indicators.



Applicants shall choose at least one Common and Programme Specific Output Indicator that is most relevant to the project. Projects not contributing to any predefined Output indicator cannot be supported. In case the project can contribute to more Output indicators, Applicants shall describe and quantify all relevant indicators.

More information on Programme specific output indicators concerning each Specific objective can be found in Part I. of this document.

Project specific output indicators

Project specific output indicators are numerical measures developed by the Joint Secretariat in order to monitor the projects’ outputs in a more sophisticated way. Each beneficiary shall choose all relevant Project specific output indicators. In case the project can contribute to more Project specific output indicators, Beneficiaries shall quantify all relevant indicators. The list of these indicators is the following:

ID	Indicator name	Measurement unit
PS01	Developed surface/capacity affected by investment	m ²
PS02	Developed natural surface affected by investment	ha
PS03	Number of developed documents (strategies, curricula, action plans, methodologies etc.)	pc
PS04	Length of bicycle paths	km
PS05	Number of women participating in project activities, events	person
PS06	Number of new working places	pc

ID	Indicator name	Measurement unit
PS07	Number of sustained working places	pc
PS08	Travelling time saving by investment	min
PS09	Number of newly implemented infrastructure	pc
PS10	Number of developed systems and services (monitoring, transport, etc.)	pc
PS11	Number of new or reconstructed bridges	pc
PS12	Number of organized professional events (conference, workshop, seminar, study tour, exchange programme, etc...excluding project management meetings)	pc
PS13	Number of institutions/organizations involved in professional events	pc
PS14	Number of new webpages	pc
PS15	Number of cross-border thematic articles, media appearances	pc
PS16	Number of developed documents related to the investment (studies, analyses, feasibility studies, technical plans etc.)	pc
PS17	Number of purchased means of transport	pc

6. Horizontal principles

The Programme and each project have to act in respect of Horizontal principles [HP] regardless of the Specific objective addressed. The three principles are the Sustainable development, Equal opportunities and non-discrimination and Equality between men and women. Each principle is supported by measures, some of which shall be applied by Beneficiaries.

6.1. Obligatory requirements



According to the Programme document three measures concerning the HP are mandatory for all projects. These requirements have to be respected in each project that contains activities concerned. Applicants shall declare that these were respected in the Application form. In case these requirements are not respected, the project will be rejected without any possibility for further completion.

Obligatory requirements– relating to HPs – are the following:

1. Investments negatively affecting nature, fauna and flora, and biodiversity, have to be accompanied by compensatory measures and damage mitigation.
2. Projects including construction and/or renovation works have to choose climate-friendly architectural solutions and cost-optimal levels of energy performance according to the Directive 2010/31/EU.
3. In case of investments to inland waterways and/or infrastructure, projects have to be implemented in accordance with Art. 4 of the Directive 2000/60/EC and the river basin management have to be respected.

6.2. Programme specific measures

The Programme and Project specific measures shall ensure that Applicants not only respect the Horizontal principles during the implementation; but they shall find concrete actions in order to increase awareness of these principles and foster a behavioural change.



Applicants must choose at least one measure concerning each Horizontal principle and describe the project's contribution to its fulfilment from qualitative and quantitative point of view. Applicants shall describe their contribution to the chosen Programme specific measures in the Application form.

Sustainable development

Basic pillars of the Sustainable development are the environmental, economic and social sustainability. The main purpose of the sustainable development is to ensure the environmental, social, and economic

sustainability with special emphasis on protection and improvement of the environment. During the Programme implementation the Polluter pays principle¹⁹ have to be applied and the selected projects must contribute to the requirements of environmental protection, resource efficiency, reduction climate change mitigation and adaptation to this change, resistant towards disasters, at the same time enables shift towards the quality prevention of environmental resources.

Programme specific measures regarding Sustainable development are the following:

- Project contributes to the reduction of greenhouse gas emission by reduced usage of hazardous material for the environment;
- Project reduces the consumption of energy, water and limited resources and increase the usage of renewable energy;
- Project increases the energy efficiency and usage of recycled materials,
- The project pays attention to efficiency and rational approach to funds and resources and goes beyond cost-optimal levels according to Directive 2010/31/EU.
- In case project involves purchasing products the requirements set out in Annex III of the Energy Efficiency Directive (2012/27/EU) is respected.

Equal opportunities and non-discrimination

Projects shall contribute to prevention from any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation and implementation. In particular, projects shall take into account the accessibility of the results for persons with disabilities.

Programme specific measures regarding Equal opportunities and non-discrimination are the following:

- Project must be transparent and must take into account non-discrimination principles.
- Project ensures accessibility of people with disabilities to newly developed services.
- In case of the employment initiatives the project gives preference to the social inclusion and gives advantage to Roma people and to people living in deep poverty.

Equality between men and women

The project shall ensure that equality between men and women and the integration of gender perspective should be taken into account and promoted throughout the preparation and implementation as well. The main objective of the principle is to decrease the horizontal and vertical gender segregation in every sector of the economy.

Programme specific measures regarding Equality between men and women are the following:

- Project increases access to employment opportunities for women and supports flexible working hours.
- Project promotes female entrepreneurship and self-employment of women;
- Project ensures minimum 50% in number of women or disadvantaged persons participating in joint education and training activities, events;
- Project supports equal pay initiatives at the workplace.

¹⁹ The party responsible for producing pollution is responsible for paying for the damage done to the natural environment.

6.3. PA specific measures

However Horizontal principles are applicable regardless of the Priority axes, the Programme introduced specific measures which are applicable only in the frame of the selected Priority axis. Applicants are obliged to choose **at least two PA specific measures** regarding the relevant PA and describe the project's contribution to its fulfilment. Applicants may add other Project specific measures if they are relevant in terms of the project. Project specific measures are listed as follows.

PA1 – Nature and Culture

- Project shall build environmental and cultural awareness and respect and provide positive experiences for both visitors and hosts.
- Project provides direct benefits for conservation and generates benefits for both local people and local economy.
- Project shall design, construct and operate low energy demand or nearly zero-energy buildings.

PA2 - Enhancing cross-border mobility

- Project shall improve the attractiveness of the border region in order to ensure better accessibility to possible work places thus enhance job creation.
- Project makes available public services in a higher standard for the people living in underdeveloped territories.

PA4 - Enhancing cross-border cooperation of public authorities and people

- Project shall contribute to the accessibility of cross-border education, social and other public services.
- Project improves service provision in the borderland, enhances mutual understanding and bilingualism.
- Project ensures the accessibility of people with disabilities to existing services.

7. Information and publicity

Projects must constantly communicate throughout the project life-cycle by using appropriate communication tools depending on the size and needs of the project. Projects may use various forms and means of communication in order to disseminate/communicate the aims, results and outcomes of the projects to stakeholders, key decision-makers and the public in general.



All Project partners are jointly responsible to ensure sufficient information about the start, the progress and the result of their project. The Lead Beneficiary and the Project partners should carefully clarify and share joint communication responsibilities to make sure that each partner provides its own contribution. Project partners shall plan their resources to implement the information and publicity measures as early as preparing their proposals and the Application form. For more details on information and publicity please see Visibility guide for projects.

In order to ensure a proper level of publicity for the project the Programme introduced minimum requirements in means of communication. Projects may use different kinds of information and publicity measures such as publications, photographs and audio-visual productions, promotional materials, adverts (paid articles or any kind of advertisements), whose costs must be planned ahead. The minimum requirements in case of each project are the followings:

Poster or temporary billboard

Preparation of a poster or billboard for each Project partner during project implementation of the project is a must, as well as placing it at the entrance area of the Partners' headquarters/branch office or at each investments scene, where it is readily visible to the public.

Permanent plaque or billboard

Preparation of a permanent plaque or billboard for each Project partner at the end of the project depending on the size of the project and placing it at the entrance area of the Partners' headquarters/branch office or at each investments scene, where it is readily visible to the public is must.

Website or banner

Providing detailed description to the public about the project on each Partner's website in form of articles and banners, where such website exists is expected.

Public project event

Organization of at least one public project event is a must during the project implementation. The size of the event must comply with the size of the project. The Applicants must take into consideration the bilingual characteristic of the programme and plan the cost of interpretation and technical equipment apart from the usual event costs.

Press conference and press release

Organization of one press conference at the beginning of the project and issuing at least two press releases within the project in three languages (Slovak, Hungarian and English) at the beginning and the end of the project (preferably connected with the opening and closing conferences). Press release contains minimum of 2000 characters per language variation.

PART IV.

Eligible expenditures



Please note that due to the complexity of this subject, the following chapter gives you only general information about the eligible expenditures in order to provide sufficient information for preliminary budget planning. During the preparation of the budget in the Application form, it is inevitable to use detailed description of eligibility rules concerning the project's expenditures available as a part of the Application package in the Guide on eligible expenditures document.

1. General rules

Project expenditures must be directly related to project activities necessary for the implementation of the project and have to be included in the detailed project budget as part of the Application form. Expenditures subject to reimbursement (except preparation costs) must occur between the start and end date of the project indicated in the Subsidy contract, which becomes the eligibility period of expenditures of the project. The eligibility period of the Programme falls between 1st January 2014 and 31st December 2023.

Eligible expenditures shall incur in the programme area as described in Part II. - Chapter 1.1 of this Manual. Limited portion of activities not exceeding 20% of overall project budget can be carried out outside the programme area in exceptional and fully justified cases, when the planned results of a project require some complementary operations outside the eligible area.

Applicants are obliged to plan their expenditures according to the principle of sound financial management as described in Chapter 7 of the Financial Regulation [Regulation (EU, EURATOM) No 966/2012]. The sound financial management builds on the following principles:

- The principle of **economy** requires that the resources used by the Beneficiary in the pursuit of its activities shall be made available in due time, in appropriate quantity and quality and at the best price;
- The principle of **efficiency** concerns the best relationship between the resources used and results achieved;
- The principle of **effectiveness** concerns the attainment of the Specific objectives set and the achievement of the intended results.

The budget of the project must be planned in EUR. The financial reporting of the project implementation and the ERDF reimbursement will also occur in EUR. Expenditures incurred in other currency shall be converted into EUR using the monthly accounting exchange rate of the European Commission in the month during which that expenditure was submitted for verification by the concerned beneficiary to the responsible controller²⁰.

²⁰The monthly exchange rates of the European Commission are published on http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

The minimum and maximum amount of total²¹ eligible expenditure per project is defined in the following table:

Priority	Specific objective	Minimum amount	Maximum amount
PA1 - Nature and culture	SO1.1 - To increase the attractiveness of the border area	200 000 EUR	3 000 000 EUR ²²
PA2 - Enhancing cross-border mobility	SO2.1 - Increasing the density between border crossing points along the Hungarian-Slovak border	Not specified ²³	
	SO2.2.1 - Improving cross-border public transport services	100 000 EUR	1 000 000EUR ²⁴
	SO2.2.2 - Improving cross-border logistic services	200 000 EUR	2 000 000 EUR
PA4 - Enhancing cross-border cooperation of public authorities and people	SO4.1 - Improving the level of cross border inter-institutional cooperation and broadening cross border cooperation between citizens.	100 000 EUR	500 000 EUR

The minimum and maximum amount of the total eligible expenditures in case of SO2.1 is not specified because of the wide range of possible activities in the expected projects. Please note that the soundness of the planned project budget will be assessed just as strictly as in case of any other SO.

2. Expenditure categories

The expenditure categories are primarily for the purposes of the planning and implementing of the projects. Expenditure categories introduced by the programme are the followings:

- staff costs;
- office and administrative expenditure;
- travel and accommodation costs;
- external expertise and services costs;
- equipment expenditure, and
- infrastructure and works.

²¹ The total amount consists of ERDF contribution, the national co-financing and the own contribution.

²² In case of border crossing roads, bridges and ferries the total eligible expenditure might be higher than the stated limit, but Commission's position on small-scale infrastructure (Ref. Ares(2015)481089 - 05/02/2015) shall be respected.

²³ The approximate cost for building 1 km of road is 1.400.000 EUR taking into account the big differences (geomorphological characteristics, presence of bridges, etc.) in the technical parameters of potential projects.

²⁴ In case of border crossing roads, bridges and ferries, the total eligible expenditure might be higher than the stated limit.

Staff costs

Cost of any salary and/or remuneration paid to persons employed by the Beneficiary institution for implementing the project. Staff can either be already employed by the Beneficiary or contracted specifically for the project. Expenditures eligible under this category are limited to:

- a) **Salary payments** related to the activities which the entity would not carry out if the project concerned was not undertaken, fixed in an employment/work contract [employment contract] document, an appointment decision, or by law relating to responsibilities specified in the job description of the staff member concerned (including bonuses, paid holiday, sick leave, cafeteria).
- b) Any other **costs directly linked to salary payments** incurred and paid by the employer (such as employment taxes and social security charges including pensions) provided that they are:
 - fixed in an employment document or by law;
 - in accordance with the legislation referred to in the employment document and with standard practices in the country and/or institution where the individual staff member is working;
 - not recoverable by the employer.



Please note that costs arising from a contract stipulated with a natural person – that is not equivalent to an employment contract according to national/institutional rules – belong to the *External expertise and services* cost category and have to comply with all provisions applicable, including the respect of procurement rules.

Office and administration

Office and administration expenditure occurred by the Beneficiary shall be reimbursed by the programme according to a flat rate of 15% of eligible direct staff costs. The budget category “office and administration” covers operating and administrative expenses of the Beneficiary organisation necessary for the implementation of the project. Expenditure included under this cost category shall be limited to the following elements:

- Office rent;
- Insurance and taxes related to the buildings where the staff is located and to the equipment of the office (e.g. Fire, theft insurances);
- Utilities (e.g. electricity, heating, water);
- Office supplies;
- General accounting provided inside the Beneficiary organisation;
- Archives;
- Maintenance, cleaning and repairs;
- Security;
- IT systems (operating/administrative IT services of general nature, linked to the implementation of the project);
- Communication (e.g. telephone, fax, internet, postal services, business cards);

- Bank charges for opening and administering the account or accounts where the implementation of the project requires a separate account to be opened;
- Charges for transnational financial transactions.



Please note that cost items accounted under the office and administration expenditure category cannot be reimbursed under any other expenditure category.

Travel and accommodation

The budget category “travel and accommodation” refers to expenditure on travel and accommodation costs of project staff of the Beneficiary organisations for missions necessary for the project implementation (e.g. participation in project meetings, project site visits, meetings with the programme bodies, seminars, conferences, etc.). Travel and accommodation costs shall be limited to following elements:

- Travel costs
- Costs of meals
- Accommodation costs
- Visa costs
- Daily allowances

External expertise and services

External expertise and services are provided by a public or private body or a natural person outside of the partner organisation. The “external expertise and services” category covers costs paid on the basis of contracts or written agreements and against invoices or requests for reimbursement to external experts and service providers sub-contracted to carry out certain tasks or activities directly linked to the implementation of the project. Expenditure on external expertise and service costs shall be limited to the following elements:

- Studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks);
- Training;
- Translation;
- IT systems and website development, modifications and updates;
- Promotion, communication, publicity or information;
- Financial management;
- Services related to the organisation and implementation of events or meetings (including rent, catering or interpretation);
- Participation in events (e.g. registration fees);
- Legal consultancy and notarial services, technical and financial expertise, other consultancy and accountancy services;
- Intellectual property rights;
- Travel and accommodation for external experts, speakers, chairpersons of meetings and service providers;
- Other specific expertise and services needed for the project.



Please note that eligibility of costs for Equipment is subject to the full respect of national public procurement rules, according to the thresholds, and for the type of entities as defined in the national law. In order to ensure compliance with market prices private bodies, (in case they are not subject to national public procurement legislation), shall apply public procurement procedure.

For expenditures where no public procurement procedure is required by the national law, specific requirements are stipulated in the Guide on eligible expenditures.

If Beneficiaries have no suitable (internal) staff for the management of the project they can hire external management service (including project and financial management and administrative tasks). Please note that financing of similar management tasks internal and external way at the same time is not allowed and will be investigated during assessment and the contracting procedure.

Equipment

The budget category “equipment expenditure” refers to the costs for the financing of equipment purchased or rented by a Beneficiary other than those covered by the cost category “office and administration expenditure” and necessary for the implementation of the project. Expenditure on equipment shall be limited to the following elements:

- Office equipment;
- IT hardware and software (clear project relevance is necessary);
- Furniture and fittings;
- Laboratory equipment;
- Machines and instruments,
- Tools or devices;
- Vehicles (e.g. in duly justified cases special vehicles that contribute to the project goal achievement);
- Other specific equipment needed for the project.



Please note that eligibility of costs for Equipment is subject to the full respect of national public procurement rules, according to the thresholds, and for the type of entities as defined in the national law. In order to ensure compliance with market prices private bodies, (in case they are not subject to national public procurement legislation), shall apply public procurement procedure.

For expenditures where no public procurement procedure is required by the national law, specific requirements are stipulated in the Guide on eligible expenditures.

Equipment must be clearly linked to the project and be essential for its effective implementation. All equipment items have to be clearly described in the Application form.

Infrastructure and works

Expenditure for financing of works refers to costs incurred at the Beneficiary for the execution of an infrastructure. Works expenditure may refer either to an object (e.g. building) that will be set up ex-novo or to the adaptation of an already existing infrastructure. Works expenditure shall be limited to the following elements:

- Construction of buildings, works and infrastructure – these costs comprise expenditure related to construction activities.
- Reconstruction, renovation of buildings, works and infrastructure – these costs comprise expenditure related to works needed for the alteration, reconstruction, expansion of a used building.



Please note that the detailed list of eligible expenditures in this category is described in the Annex II of the Directive 2014/24/EU.

Costs of feasibility studies, environmental impact assessments, architectural/engineering activities and any other expertise needed for the realisation of the infrastructure and not comprised in the aforementioned Directive shall be allocated under “Staff” or “External expertise and services” cost category (depending whether carried out internally by the Beneficiary or with the support of external suppliers, respectively).

Eligibility of costs for works is subject to the full respect of national public procurement rules, according to the thresholds, and for the type of entities as defined in the national law. In order to ensure compliance with market prices private bodies, in case they are not subject to national public procurement legislation, should apply procedures similar to the public procurement applicable to public bodies.

For expenditures where no public procurement procedure is required by the national law, specific requirements are stipulated in the Guide on eligible expenditures. The purchase of land not built on and land built on is eligible if the price of the purchase does not exceed 10% of the total eligible expenditure for the operation concerned.

Preparation costs

Preparation cost are not forming separate expenditure category according to the regulation, however these costs shall be eligible if the project has Infrastructure and works expenditures, and shall be introduced separately in the Application form. Approved projects – whose Lead Beneficiary successfully signed the Subsidy contract with the MA – are entitled to receive reimbursement of their preparation costs as set in the Application form, on a real cost basis. Any potential losses resulting from not being awarded in the Call are not entitled for compensation. The eligibility period for preparation activities falls between 1st of January 2014 and the project start date defined in the Subsidy contract. Preparation costs must occur and outputs and deliverables must be performed in the above mentioned period. Preparation cost is eligible under external expertise and services costs and limited to the following elements:

- Feasibility study,
- Building documentation,

- Building and other relevant permit (e.g.: EIA, Natura 2000 declaration) needed for the realisation of the investment part of the project,
- Translation costs (cost cannot exceed 500 EUR incl. VAT – max. 20 EUR/pages – per Beneficiary).

Non-eligible expenditure

The following costs are not eligible in the frame of the Programme. Expenses not included in the list are not automatically eligible.

- Fines, financial penalties and expenditure on legal disputes and litigation;
- Costs of gifts, except those not exceeding net 20 EUR per gift if related to promotion, communication, publicity or information;
- Costs related to fluctuation of foreign exchange rate;
- Interest on debt;
- Recoverable VAT²⁵;
- Charges for national financial transactions;
- Costs for alcoholic beverages;
- Fees between Beneficiaries of the same project for services and work carried out within the project;
- Unpaid invoice amounts or undrawn reduction of the price (cash discount, discount);
- In-kind contribution²⁶, including unpaid voluntary work;
- The purchase of land not built on and land built on in the amount exceeding 10% of the total eligible expenditure for the operation concerned per beneficiaries.

Net revenues

Net revenues are income generated by a project from sales, rentals, services, charges or other equivalent receipts reduced by all operational costs (e.g. staff, maintenance, repair, etc.) during the period of project implementation and project sustainability. Such income must be deducted from the eligible expenditures in full or in proportional ratio depending on whether it was generated entirely or only partly by the co-financed operation. The ERDF funding is calculated on the basis of the total cost after deduction of revenue. Beneficiaries are asked to indicate project revenues in the budget. Where it is objectively not possible to estimate the revenue in advance, it will be calculated in a later stage. All information and documentations of project revenues have to be submitted to the First level control. Operations generating net revenue after completion will be handled according to Article 61 of Regulation (EU) No 1303/2013 and according to Article 15 of Commission Delegated Regulation (EU) No 480/2014.

Investments

All expenditure belonging either to cost category “infrastructure and works” or “equipment expenditure” exceeding 50 000 EUR total per project are considered to be investment in the framework of the programme.

²⁵ VAT that is non-recoverable under national legislation is eligible

²⁶ In the meaning of Art. 69 (1) of Regulation (EU) No 1303/2013 Contributions the provision of works, goods, services, land and real estate for which no cash payment supported by invoices, or documents of equivalent probative value, has been made, is in kind contribution.

3. Source of finance

Each Beneficiary can receive maximum of 85% European Regional and Development Fund [ERDF] contribution. The ratio between the national co-financing and own contribution is set based on the legal form of the partner and the sector (public or private) they belong to.

Total eligible expenditure at partner level will be financed in Slovakia as follows²⁷:

Type of organisation	ERDF contribution	State co-financing	Own contribution
State administration organizations	85 %	15 %	0 %
Other public administration organizations	85 %	10 %	5 %
Higher territorial units and their budgetary and contributory organizations	85 %	10 %	5 %
Municipalities and their budgetary and contributory organizations	85 %	10 %	5 %
NGOs/NPOs	85 %	10 %	5 %
Private sector out of state aid schemes	85 %	5 %	10 %

²⁷ Source of financing is in line with the valid Financing Strategy of ESI Funds (<http://www.finance.gov.sk/Default.aspx?CatID=9349>)

Total eligible expenditure at partner level will be financed in Hungary as follows:

Type of organisation	ERDF contribution	State co-financing	Own contribution
Central budgetary organization ²⁸	max. 85 %	max. 15 %	min. 0 %
Other than central budgetary organization	max. 85 %	max. 10 %	min. 5 %

Applicants are required to demonstrate the availability of own contribution (if relevant) by Declaration of the Project partners. If own contribution or a part thereof are secured from the budget of a municipality, city or county a resolution of the respective council must be attached to the application. The resolution must state the name of the project and the amount of allocated commitments.

Form of finance

Financial contribution provided to all Project partners is non-repayable grant. Funding will take the form of reimbursement to all Project partners.

For Beneficiaries registered in Hungary the ERDF contribution of the contracted ERDF allocation of their project part might be entitled for advance payment from national resources according to *Government Decree 126/2016. (VI.7.) on the implementation of programmes financed by the European Regional Development Fund and the Instrument for Pre-accession funds in connection with the European territorial co-operation in the 2014-2020 programming period*²⁹.

The amount of the national co-financing for Beneficiaries registered in Hungary is available as advance payment according to the *Government Decree 126/2016. (VI.7.) on the implementation of programmes financed by the European Regional Development Fund and the Instrument for Pre-accession funds in connection with the European territorial co-operation in the 2014-2020 programming period*.

Since the Subsidy contract and National co-financing contracts are concluded in EUR, regardless of whether the cost are generated in HUF, the Hungarian Project partners have to submit the incurred costs in the partner reports indicated in EUR.

The Hungarian Beneficiaries have to apply the following conversion method for costs not incurred in EUR: according to the Article 28 (b) of the Regulation (EU) No 1299/2013 expenditure incurred in a currency other than the EUR shall be converted into EUR by the Beneficiaries using the monthly accounting exchange rate of the Commission (<http://ec.europa.eu/budget/infoureuro>) in the month during which that expenditure was submitted for verification to the controllers.

²⁸ Central Budgetary Organisation; Based on the definition of Act CXCV of 2011 on the state economy, Article 7 – a budgetary organisation is a legal entity established for the purpose of carrying out public functions defined by law or the deed of foundation. Central budgetary organisations - according to Act CXCV of 2011 on the state economy, Article 8 section (1) a) - are budgetary organisations established by the Government, the Parliament or the Minister. Central budgetary organisations belong to the central sub-system of the Hungarian state economy.

²⁹ 126/2016. (VI.7.) Kormányrendelet a 2014–2020 programozási időszakban az Európai Regionális Fejlesztési Alap és az Előcsatlakozási Támogatási Eszköz egyes, határon átnyúló együttműködési programjainak végrehajtásáról.

PART V.

Submission procedure

1. Mandatory annexes

Applicants are obliged to submit the Application form and all its Annexes until the given deadline. Mandatory annexes are divided into two categories. Any further supporting documents can be submitted which according to the opinion of the Lead Beneficiary help the correct interpretation of the proposal (clarification of the ownership, letter of intents of the target groups, etc.).

1.1. General annexes

General annexes are mandatory in case of every Project proposal regardless of their objective or type of the activities. The list of the general annexes is the following:

Declarations of the Project partners

Declaration of the Project partners are declarations on honour filled in, signed (and stamped) by each Project partner in native language. Please note that there are two different templates available in the Application package depending on the registered location (country) of the Project partners.

Applicants are requested to demonstrate the availability of own contribution by filling in the relevant part of this declaration.

Please use one of the templates that are parts of the Application package:

- Annex I.A – Declaration of the Slovak Project partners – (‘Čestné vyhlásenie partnera projektu’)
- Annex I.B – Declaration of the Hungarian Project partners – (‘Projektpartneri nyilatkozat’)

Declarations on partnership

Declarations on partnership are proving that the project was prepared jointly and the Project partners wish to implement the project in partnership. The declaration is texted in English and has to be signed by each Project partner (on a separate piece of paper).

Please use the template that is part of the Application package:

- Annex II. – Declaration on partnership

Letter(s) of foundation

Each Project partner – except municipalities and public organizations established by law in case they are not performing economic activity – is obliged to attach the copy of the Letter of foundation of the organization issued in national language.

Minutes of joint preparatory meetings

In order to fulfil the *Cooperation criteria – Joint development* Applicants are obliged to attach at least one Minutes from the preparatory meetings to the Application form. Minutes shall include the name and signature of the participants, title of the organizations they are representing, short description of the subjected topics and the place and date of the meeting was held on. The language of the minutes can be any national language of the Programme area or in English.

Resolution(s) about the own contribution

In case of the own contribution or a part thereof is secured from the budget of a municipality, city or county, a resolution of the respective council must be attached to the application in national language. The resolution must state the name of the project and the amount of allocated own commitments.

Declarations on State aid

Project activities will be assessed in line with the State aid rules applicable according to the EU legislation. Each partner is requested to fill in and submit Declaration on State aid. The template contains the guide on filling in the declaration as well. Each Project partner is obliged to fill in, sign (and stamp) the Declaration on State aid in English.

Please use the guide and the template that is part of the Application package:

- Annex III. – Declaration on State aid

Declaration(s) on exemption from EIA

In case the project does not include any construction/reconstruction activity and does not have costs on “Infrastructure and works” cost category or the planned activities do not require Environmental Impact Assessment according to national rules each Project partner shall submit signed (and stamped) Declaration on exemption from EIA in English which confirms that Environmental Impact Assessment or Pre-assessment is not obligatory.

Please use the template that is part of the Application package:

- Annex IV. – Declaration on exemption from EIA

Sworn statement on Natura 2000

In case the project does not include any construction/reconstruction activity and other activities may not harm Natura 2000 sites each Project partner shall submit signed (and stamped) sworn statement on Natura 2000 in English that project activities may not harm Natura 2000 sites.

Please use the template that is part of the Application package:

- Annex V. – Sworn statement on Natura 2000



If any project activity may harm Natura 2000 sites, relevant Project partners are obliged to submit Official declaration issued by relevant Authority about the effects on Natura 2000 sites In order to decide whether the Project partner is obliged to submit an Official declaration issued by relevant Authority about the effects on Natura 2000 sites supporting material is available on the Programmes website in the [FAQ](#) section.

Rules related to Natura 2000 applied in Slovakia are described in details in the Annex VI. of the Application form.

1.2. Specific annexes

Besides the General annexes, Specific annexes are mandatory for those Project partners who have construction/reconstruction activity and whose budget contains costs on “Infrastructure and works” cost category.

Property ownership conditions

Copy of the property deed

The Applicants shall prove the ownership of the land and/or buildings where construction/reconstruction works will be carried out. The Applicant shall prove the ownership with copy of the property deed not older than 90 days when submitting the Application form. The property deed does not have to be authenticated.

Long term permission to use or operate

In case the Applicant is not the owner of the land and/or buildings where the construction/reconstruction works will be carried out, Applicant shall provide permission to use or operate of the property for at least 10 years from the date of submission of the Application form.

Letter of intent and Appraisal report

In case of land or building purchase in the frame of the project³⁰, Applicants shall submit a letter of intent of the current owner on selling of the property along with an appraisal report of independent property appraiser in order to justify the market price. The report cannot be older than 90 days at the time of the submission of the Application form.



In case the project contains construction of border crossing roads, bridges or ferries and land acquisition³¹ is necessary, Applicants may submit the proof of ownership not later than six month after the receipt of the notifying letter on the approval of the project from the Managing Authority. Managing Authority reserves the right not to conclude the Subsidy contract in case the proof of ownership is not provided within the given deadline.

Technical plans

Each Beneficiary having construction/reconstruction works that require building permission is obliged to submit the Technical plans to the Application form. Technical plans must meet all criteria set in the relevant national regulations. Furthermore, the technical plans shall include a short textual description of the planned construction/reconstruction works in English, photo documentation of the current situation and preliminary cost calculation as well.

³⁰ The purchase of land not built on and land built on is eligible if the price of the purchase does not exceed 10% of the total eligible expenditure for the project concerned.

³¹ Purchase or expropriation according to national legislation.

Simplified building documentation

In case of construction/reconstruction works that does not require building permission and technical plans, Applicants shall submit Simplified building documentation including short textual description of the planned construction/reconstruction works in English, simplified drawings if available, photo documentation of the current situation and budget estimation as well.

Building permission

Each Beneficiary having construction/reconstruction activity and having costs on “Infrastructure and works” expenditure category is obliged to submit the building permission to the Application form.

Declaration on relief

In case Applicant introduced construction/reconstruction activity that does not require building permission, Applicants are obliged to submit declaration issued by architect registered at engineering chamber/chamber of architects stating that the planned construction/reconstruction works does not require building permission.

Proof of the request for permissions

In case the building permissions are not available at the time of submission of the Application, Applicants shall submit the proof of the request for building permits. Applicants shall submit the building permissions not later than three month after the receipt of the notifying letter on approval of the project from the Managing Authority.



In case the project contains construction of border crossing roads, bridges or ferries and land acquisition³² procedure is necessary, Applicants may submit the building permissions - regarding the above mentioned construction parts - not later than six month after the receipt of the notifying letter on approval of the project from the Managing Authority (in this case the proof of the request for building permits shall not be submitted with the Application form). Managing Authority reserves the right not to conclude the Subsidy contract in case the building permission is not provided within the given deadline.

Environmental Impact Assessment (EIA)

In case of each Project partner the relevant national rules³³ must be respected.

Declaration on EIA

In case the project does not include any construction/reconstruction activity and does not have costs on “Infrastructure and works” cost category or the planned activities do not require Environmental Impact Assessment according to national rules each Project partner shall submit signed (and stamped) Declaration on exemption from EIA, which confirms that Environmental Impact Assessment or Pre-assessment is not obligatory.

³² Purchase or expropriation according to national legislation.

³³ Zbierka zákonov č. 24/2006 | 314/2005.(XII.25.) Korm.rendelet

Please use the template that is part of the Application package:

- Annex IV. – Declaration on exemption from EIA

Pre-assessment

In case the planned activity requires pre-assessment according to the national rules, the responsible Project partner shall submit Pre-assessment to the Application form issued by relevant authority.

Environmental Impact Assessment

In case the planned activity requires Environment Impact Assessment according to the national rules, Applicants shall submit the Assessment as an Annex to the Application form.

Proof of the request for EIA

In case the Environment Impact Assessment is obligatory but not available at the time of submission, Applicants shall submit the proof of the request for the Assessment to the Application form. Applicants shall submit the Assessment not later than three month after the receipt of the notifying letter on approval of the project from the Managing Authority.



In case the project contains construction of border crossing roads, bridges or ferries and land acquisition³⁴ procedure is necessary, Applicants may submit the Assessment not later than six month after the receipt of the notifying letter on approval of the project from the Managing Authority (in this case the proof of the request for Assessment shall not be submitted with the Application form). Managing Authority reserves the right not to conclude the ERDF contract in case the building permission (and Assessment) is not provided within the given deadline.

Natura 2000 declaration

In case of each Project partner the relevant national rules must be respected. In order to decide whether the Project partner is obliged to submit an Official declaration issued by relevant Authority about the effects on Natura 2000 sites supporting material is available on the Programmes website in the [FAQ](#) section. Rules related to Natura 2000 and Declaration on Natura 2000 applied in Slovakia are described in details in Annex VI of the Application form.

Sworn statement on Natura 2000

In case the planned construction/reconstruction works

- are not carried out on Natura 2000 sites, and
- does not include the reconstruction of the facades or the roof space, and
- are carried out on the territory of the municipality located outside the Natura 2000 sites

relevant Project partners shall submit signed (and stamped) Sworn statement on Natura 2000 that project activities may not harm Natura 2000 sites.

³⁴ Purchase or expropriation according to national legislation.

In case the project does not include any construction/reconstruction activity and other activities may not harm Natura 2000 sites each Project partner shall submit signed (and stamped) Sworn statement on Natura 2000 that project activities may not harm Natura 2000 sites.

Please use the template that is part of the Application package:

- Annex V. – Sworn statement on Natura 2000

Official declaration on Natura 2000

In all other cases if Project partners included construction/reconstruction works – regardless of its location or complexity – relevant Project partners are obliged to submit Official declaration issued by relevant Authority on Natura 2000. Template of Declaration on Natura 2000 to be used by the Slovak Project partners is available in Annex VI of the Application form.

- Annex VI. – Declaration on Natura 2000 for SK partners

1.3. Summary of Annexes per partners

The green thick means that Annex is mandatory for related partners.

Type of Annexes	Language	Template available in Application package	Partner having no construction/reconstruction works	Partner having construction/reconstruction works	
				Building construction/reconstruction	Transport construction/reconstruction ³⁵
General Annexes					
Declaration of the Project partners	Native	Available	✓	✓	✓
Declaration on partnership	English	Available	✓	✓	✓
Letter of foundation ³⁶	Native		✓	✓	✓
Minutes of joint preparatory meetings ³⁷	Native or English		✓	✓	✓
Resolution about the own contribution ³⁸	Native		✓	✓	✓
Declarations on State aid	English	Available	✓	✓	✓
Declarations on exemption from EIA	English	Available	✓		
Sworn statement on Natura 2000 ³⁹	English	Available	✓		

³⁵ Construction of border crossing roads, bridges or ferries

³⁶ Except municipalities and public organizations established by law in case they are not performing economic activity

³⁷ Only the Lead beneficiary

³⁸ In case of local, county municipalities

³⁹ In case the activities may not harm Natura 2000 sites

Type of Annexes	Expected language	Template available in Application package	Partner having no construction/reconstruction works	Partner having construction/reconstruction	
				Building construction/reconstruction	Transport construction/reconstruction ⁴⁰
Specific Annexes					
Property ownership conditions <ul style="list-style-type: none"> • Copy of the property deed or • Long term permission to use or operate or • Letter of intent and Appraisal report 	Native	-	-	✓	✓ ⁴¹
Technical plans ⁴² <ul style="list-style-type: none"> • Technical plan according to the relevant national regulations, or • Simplified building documentation 	Native	-	-	✓	✓
Building permission <ul style="list-style-type: none"> • Building permission or • Declaration on relief or • Proof of the request for permissions 	Native	-	-	✓	✓ ⁴³

⁴⁰ Construction of border crossing roads, bridges or ferries

⁴¹ In case the project contains construction of border crossing roads, bridges or ferries and land acquisition is necessary, Applicants may submit the proof of ownership not later than six month after the receipt of the notifying letter on the approval of the project from the Managing Authority.

⁴² In case of construction/reconstruction works does not require building permission and technical plans, Applicants shall submit Simplified building documentation

⁴³ In case the project contains construction of border crossing roads, bridges or ferries and land acquisition⁴³ procedure is necessary, Applicants may submit the building permissions - regarding the above mentioned construction parts - not later than six month after the receipt of the notifying letter on approval of the project from the Managing Authority (in this case the proof of the request for building permits shall not be submitted with the Application form).

Type of Annexes	Expected language	Template available in Application package	Partner having no construction/reconstruction works	Partner having construction/reconstruction	
				Building construction/reconstruction	Transport construction/reconstruction ⁴⁴
Environmental Impact Assessment (EIA) <ul style="list-style-type: none"> • Declaration on exemption from EIA or 	English	Declaration on EIA available		✓	✓ ⁴⁵
<ul style="list-style-type: none"> • Pre-assessment or • Environmental Impact Assessment or • Proof of the request for EIA 	Native				
Natura 2000 declaration <ul style="list-style-type: none"> • Sworn statement on Natura 2000 or 	English	Sworn statement available		✓	✓ ⁴⁶
<ul style="list-style-type: none"> • Official declaration on Natura 2000 	Native	Declaration on Natura 2000 available for SK partners ⁴⁷			

⁴⁴ Construction of border crossing roads, bridges or ferries

⁴⁵ In case the project contains construction of border crossing roads, bridges or ferries and land acquisition procedure is necessary, Applicants may submit the Assessment not later than six month after the receipt of the notifying letter on approval of the project from the Managing Authority (in this case the proof of the request for Assessment shall not be submitted with the Application form).

⁴⁶ In order to decide whether the Project partner is obliged to submit an Official declaration issued by relevant Authority about the effects on Natura 2000 sites supporting material is available on the Programmes website in the [FAQ](#) section. Rules related to Natura 2000 and Declaration on Natura 2000 applied in Slovakia is described in details in Annex VI of the Application form.

⁴⁷ Template of Declaration on Natura 2000 to be used by the Slovak Project partners is available in Annex VI of the Application form.

2. Submission rules



The Application form has to be filled in English and has to be signed (and stamped) by the statutory representative of the Lead Beneficiary and submitted by the given deadline. Applications submitted in another language will be considered ineligible.

If relevant, Applicants must use predefined templates available as a part of the Application package. In case Mandatory annexes are missing, the Lead Beneficiary will be requested to submit the missing documents. The signed (and stamped) Application form will not be the subject of any completion or amendment procedure during the administrative and eligibility assessment.

Application forms and Mandatory annexes shall be submitted in paper form in one original and two copies verified by the statutory representative of the Lead beneficiary and electronically in three copies on CD/DVD. The CD/DVD shall contain all documents in .xls, .doc and (if signed and scanned in) .PDF format.

Lead Beneficiary should take the responsibility to submit the documents to the JS within the respective deadline.

Deadlines for submission

Priority	Specific objective	Deadlines for submission
PA1 - Nature and culture	SO1.1 - To increase the attractiveness of the border area	3/11/2016
PA2 - Enhancing cross-border mobility	SO2.1 - Increasing the density between border crossing points along the Hungarian-Slovak border	3 November and 15 February every year
	SO2.2.1 - Improving cross-border public transport services	
	SO2.2.2 - Improving cross-border logistic services	
PA4 - Enhancing cross-border cooperation of public authorities and people	SO4.1 - Improving the level of cross-border inter-institutional cooperation and broadening cross-border cooperation between citizens.	3/11/2016

Address and means of submission



The Application form and its annexes shall be submitted either by registered mail or delivered personally or by an authorised representative (including courier service). Please note that the application submitted by any other means (e.g. e-mail or fax) will be rejected.

Evidence of the timely submission by post will be constituted by the date of dispatch, the postmark or the date of the deposit slip. (In case the timely submission cannot be checked by the postmark, the JS is entitled for asking the deposit slip.)

Please note, that in case of personal delivery or by an authorised representative (including courier service), the deadline for submission is 14:00 Central European Time of the given date. The evidence of timely submission will be the signed and dated receipt issued by relevant department of the Széchenyi Programme Office.

Application form and its annexes shall be submitted to the following address:

Interreg V-A Slovakia-Hungary Joint Secretariat
Széchenyi Programme Office Nonprofit Ltd.
1053 Budapest, Szép u. 2., IV. emelet, Hungary

The envelope containing the application is to be sealed and properly marked in such a way that includes all of the following information:

- address to which the application is submitted,
- full name and address of the Lead Beneficiary,
- Identification code of Call for proposals: SKHU/1601,
- Wording: "Application form Interreg V-A SKHU Cooperation Programme".

Application submitted or delivered at other addresses will be rejected!

The Lead Beneficiary and the Beneficiaries, by submitting the project proposal to the present Call, duly consent to the fact that the Data Manager (Prime Minister's Office of Hungary) and the Technical Data Processor (Széchenyi Programme Office Nonprofit LLC) will manage all the personal data included in the application package and provided in the contracting or project implementation phase, in particular with regard to the data managed in the monitoring and information system. Hungarian Act CXII of 2011 on the Right to informational self-determination and on the freedom of information shall apply to the protection of personal data and to the disclosure of information of public interest. The data are managed upon the voluntary consent of the Lead Beneficiary / Beneficiary, according to Paragraph (1) of Article 5 of the above-mentioned Act.

Contact details

For further information please visit the Programme website or contact directly the Joint Secretariat or the nearest Info Point. Contact or queries can be made via the Programme's website (www.skhu.eu). This will not constitute an application but is simply an alternative method to contact the Joint Secretariat and Info Points.

The Joint Secretariat publishes answers to frequently asked questions ([FAQ](#)) through the aforementioned website. During the period of the Call, Info days for Applicants will be concluded. More information will be posted on the Programme's website.

PART VI.

Selection procedure

1. Selection process

The aim of the selection process is to select projects which contribute most to the achievement of Programme objectives. The selection process begins with the receiving of project application and finishes with the contracting of selected project. There are four phases within selection process:

1. Call for proposals with received project proposals;
2. Assessment process divided in three steps;
 - a. administrative assessment,
 - b. eligibility assessment,
 - c. quality assessment,
3. Decision of the Monitoring Committee;
4. Contracting of selected projects

1.1. Evaluation steps

Assessing projects is an important step in the selection process as it assures transparency and accountability of EU funds spending. The assessment process begins as soon as the Call for proposals closes (if the Call is not continuously open) when all project applications are submitted. First, the JS checks the admissibility and eligibility of projects and only then will the quality assessment start. The project evaluation steps comprises of the following phases:

1. Administrative assessment
 - a. Admissibility criteria
 - b. Completeness criteria
2. Eligibility assessment
 - a. Cross-border cooperation criteria
 - b. General eligibility criteria
3. Quality assessment
 - a. Strategic evaluation
 - b. Operational evaluation

The assessment criteria for each step of evaluation process are specified in the assessment grids approved by the MC. The evaluation grids are available in Annexes of the Application package. The Lead Beneficiary is notified about the results of the evaluation steps as follows:

- The decision about the result of administrative and eligibility assessment signed by the JS is distributed to the Lead Beneficiary after the administrative and eligibility assessment has been closed for all submitted applications.
- The decision about the results of the quality assessment signed by the MA is distributed to the Lead Beneficiary after the respective MC on which the decision has been adopted.

2. Administrative assessment

The administrative assessment includes check of admissibility and completeness criteria and is carried out by the JS on the basis of 4-eye principle. At each stage, the MA may carry out sample checks to satisfy itself about the correctness of the assessments. The evaluation grid of administrative assessment is available as a part of the Application package.

2.1. Admissibility criteria

The first key condition that must be met by Lead Beneficiaries upon submitting their applications is that the application has to be submitted in a predefined form in paper format signed (and stamped) by legal representative of the Lead Beneficiary before the closing time or till the financial resources dedicated to the Priority axis run out.



In case the submitted application does not meet the admissibility criteria, there is no possibility to complement or any later resubmit (except when the Call is continuous) the application under the same Call for proposals; therefore the application is automatically rejected under the given Call.

The fulfilment of the admissibility criteria of submitted application will be checked in maximum 15 calendar days from the respective submission deadline. In the cases when the fulfilment of the admissibility criteria is not obvious, the JS can ask for decision of the MA. If needed, the National Authority can also be involved. Applications fulfilling the admissibility criteria are forwarded to the next step of administrative assessment.

2.2. Completeness criteria

The next step of the administrative assessment is to check whether the application is accompanied with all required annexes. Apart from the above admissibility criteria, this part of the assessment process allows the Lead Beneficiaries to complement missing mandatory annexes within a given deadline. The option for complementing required documents/making corrections can be used only once.

Proposals are checked in the shortest possible timeframe. In case the submitted application does not meet the requirements for mandatory documents, the Lead Beneficiary is requested by the JS via e-mail or postal letter to submit the missing mandatory annexes. The deadline for completing the Application form with missing mandatory annexes is 14 calendar days from the day of delivery of the completion request of JS by Lead Beneficiary.

In case missing documents are not submitted to the JS within the stated deadline, or if the application does not meet the criteria, the assessment procedure for the concerned application will be stopped and the project proposal will be rejected. Applications fulfilling the completeness criteria are forwarded to the next step of assessment process which is eligibility assessment.

3. Eligibility assessment

As a further assessment step, submitted applications have to fulfil the eligibility assessment criteria which consist of following parts:

- Cross-border cooperation criteria assessment
- General eligibility criteria assessment

The eligibility assessment shall ensure that only eligible project applications are considered for the further project selection procedure. This evaluation step has no quality ranking. Eligibility assessment criteria are examined by attributing “fulfilled” (YES) or “not fulfilled” (NO). Applications fulfilling the eligibility assessment criteria are forwarded to the next step of assessment process which is quality assessment. The evaluation grid of eligibility assessment is available as part of the Application package.

3.1. Cross-border cooperation criteria

There are 4 cross-border cooperation criteria set for the each joint project submitted within the Programme:

- joint development;
- joint implementation;
- joint staffing;
- joint financing.

Projects are required to cooperate in at least three of these criteria. The first two fields are obligatory for all projects, while the third one can be either cooperation in the staffing or in the financing of the project. Applications that do not fulfil the general eligibility criteria and at least 3 cross-border cooperation criteria will be rejected and not evaluated further.

3.2. General eligibility criteria

The eligibility criteria will assess the legal as well as territorial eligibility of Beneficiaries involved in the Project partnership, eligibility of proposed timeframe, objectives and financial resources.

4. Quality assessment

Those applications that succeeded in the above steps of the assessment process will be further evaluated in terms of their quality. The quality of each application is assessed against a set of criteria laid down in the quality assessment grid. The evaluation grids of quality assessment are available as part of the Application package. The quality assessment criteria are grouped into following two main categories:

Strategic evaluation

Strategic evaluation is aimed on assessment of the:

- project environment and coherence,
- relevance of the submitted proposal for the set objectives,
- level of cross-border cooperation,
- added value,
- Project partnership and
- sustainability of project results.

Operational evaluation

Operational evaluation assesses

- feasibility of project activities,
- management capacities,
- requested financial resources,
- project working schedule as well as
- horizontal principles.



The main categories of quality assessment listed above are further divided into the sub-criteria with pre-defined scores and thresholds. Each application can receive maximum of 100 points from which 65 points threshold have to be gained by the Application form in order to be proposed for approval. The achievement of minimum 65 points threshold doesn't automatically mean co-financing for the project, co-financing depends on the funds available.

In case of continuously open Calls, the assessment of the applications is continuous according to the order of the receipt of the Application forms. Projects reaching the threshold of 65 points are selected to be co-financed according to the availability of funds and according to the decision of the MC. Projects reaching score below 65 points threshold will be rejected.

Special attention will be given to following evaluation criteria:

- Being in line with priorities of the EU Strategy for the Danube Region;
- Ensuring 50 % in number of women or disadvantaged persons participating in joint education and training activities, events;
- Emphasizing social inclusion of people living in deep poverty and Roma in case of the employment initiatives;
- Continuation of already implemented project in order to capitalize existing results.

4.1. Distinguishing criteria

In case the applications receive same total score and the availability of funds is not sufficient, the total scoring of the following evaluation criteria will be used to distinguish between applications:

- relevance and
- cross-border cooperation criteria.

4.2. Rejection criteria

In case during the quality assessment the application receives negative decision from external assessors for any of the rejection criteria, the application is excluded from any further quality assessment and must be rejected. Rejection criteria may vary by Priority axis.

5. Decision of the Monitoring Committee

On the basis of the quality assessment results and thresholds achieved by project proposals, the JS prepares a ranking list of projects grouped into the following categories based on which the MC can make its decision:

- a) projects proposed for approval (threshold above 65 points)
- b) projects proposed for approval with condition (condition set by the assessors and/or JS and confirmed by MC)
- c) projects proposed for rejection (threshold below 65 points)
- d) a reserve list

The MC members will be provided with the results of the evaluation process and assessment grids in due time prior to the MC meeting.

6. Complaint procedure

According to Article 74(3) EU Regulation No. 1303/2013 the Beneficiaries may submit complaint. Within the Programme terminology, the term “complaint” refers to three different cases:

- Complaints against a decision of the MA/JS during the project implementation are based on the Subsidy contract concluded between the MA and the Lead Beneficiary and follow the rules laid down in the Subsidy contract;
- Complaints related to FLC have to be addressed to the responsible National Authority (Ministry of Agriculture and Rural Development of SR and Prime Minister’s Office in Hungary) or administrative body according to the setup of the management, financial and control system and applicable national rules.
- Complaints may be raised against the project assessment process and the correctness thereof. The procedure regarding this type of complaint is described below.

6.1. Handling of the complaint

The rules set in this section are providing transparent complaint procedure against decisions taken by Programme bodies during the project assessment and selection process. The Lead Beneficiary is the only one entitled to file a complaint. The right to complain against a decision regarding the project selection applies to the Lead Beneficiary whose project application was not selected for co-financing during the project assessment and selection process.

The complaint is to be lodged against the communication issued by the Managing Authority/Joint Secretariat as the MA/JS’ communication is the only legally binding act towards the Lead Beneficiary during the project assessment and selection process.

The complaint can be lodged only against the outcomes of the eligibility assessment. The complaint should be submitted in writing by postal mail to JS of the Programme within 14 calendar days after the Lead Beneficiary had been officially notified by the MA/JS about the results of the project selection process. The complaint shall be written in English and shall include:

- a) Name and address of the Lead Beneficiary
- b) Reference number and acronym of the application which is a subject of the complaint

- c) Clearly indicated reasons for the complaint, including listing of all elements of the assessment which are being complaint and/or failures in adherence with procedures limited to eligibility criteria
- d) Signature of the legal representative of the Lead Beneficiary (scanned signatures are accepted)
- e) Any supporting documents (no additional content-related information than the one included in the proposal is allowed).

The relevant documentation shall be provided for the sole purpose of supporting the complaint. No other grounds for the complaint than eligibility assessment will be taken into account during the complaint procedure.

A complaint will be rejected without further examination if submitted after the set deadline or if the formal requirements set above are not observed. In case the complaint is rejected on these reasons, the MA/JS conveys this information within 10 working days to the Lead Beneficiary. After the receipt of the complaint the MA assisted by the Joint Secretariat, examines the complaint and prepares its technical examination regarding the merit of the complaint.

The complaint will then be examined on the basis of the information brought forward by the Lead Beneficiary in the complaint and the technical examination prepared by the MA by the Complaint Board.

The Complaint Board is the only body entitled to review a complaint against a decision regarding assessment and selection of projects co-financed by the Programme. The Complaint Board comprises of three members; MA, NA and JS. Impartiality of members of the Complaint Board towards the case under review has to be ensured. If this cannot be provided, the distinct member shall refrain from the distinct case's review and be replaced by another impartial member.

The Complaint Board will have 30 calendar days to provide a binding decision. This can be extended once with an additional 30 calendar days in case further information is needed. The decision – if the complaint is justified or to be rejected – is taken by the Complaint Board by consensus. In case it is justified, the project will be forwarded to next step in assessment process.

The decision of the Complaint Board is communicated by the MA/JS in writing to the Lead Beneficiary within 7 calendar days from the receipt of the Complaint Board decision. The decision of the Complaint Board is final, binding to all parties and not subject of any further complaint proceedings within the Programme based on the same grounds.

Proposals rejected after the quality assessment will receive official communication from MA/JS with the reasons for rejection. Further details on the reasons for rejection can be requested on demand from JS and the Lead Beneficiary can have an insight in the evaluation grids within 7 calendar days after the receipt of the notification letter on the rejection.

7. Contracting procedure

Contracting procedure starts after the projects are selected for granting by the Monitoring Committee. After the Applicants get the notifying letter on approval from the Managing Authority, Applicants are obliged to send mandatory documents for contracting described in the letter.



Lead Beneficiaries will conclude Subsidy contract with the Managing Authority only for the ERDF funding of the project. In Slovakia Main cross-border beneficiary will contract the Slovak national co-financing for all Slovak partners involved in the partnership with the Ministry of Agriculture and Rural Development on the Slovak Republic as the National Authority in Slovakia.

Hungarian Project partners have to conclude a related National co-financing contract with the Prime Minister's Office in Hungary or with the relevant institutions to which this task is delegated. The conclusion of the Subsidy contract for ERDF funding is a prerequisite to signing the National co-financing contract. The national co-financing is provided from the Hungarian State budget automatically after the signing of the Subsidy contract.

In case when the project proposal is selected Declaration on partnership will be replaced by a Partnership agreement which has to be signed by each partner receiving support. The Partnership agreement shall govern the internal management of the project by setting out the responsibilities of the Beneficiaries towards one another, including how they will ensure the sound financial management within the project.

Contracting procedures will be described in details in the Beneficiary's manual.

PART VII.

Regulatory framework

Relevant European Legislation

Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006

Regulation (EU) No 1301/2013 of the European Parliament and of the Council of 17 December 2013 on the European Regional Development Fund and on specific provisions concerning the Investment for growth and jobs goal and repealing Regulation (EC) No 1080/2006

Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal

Regulation (EU) No 1302/2013 of the European Parliament and of the Council of 17 December 2013 amending Regulation (EC) No 1082/2006 on a European grouping of territorial cooperation (EGTC) as regards the clarification, simplification and improvement of the establishment and functioning of such groupings

Commission Delegated Regulation (EU) No 480/2014 of 3 March 2014 supplementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund

Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes

Commission Implementing Regulation (EU) 2015/207 of 20 January 2015 laying down detailed rules implementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards the models for the progress report, submission of the information on a major project, the joint action plan, the implementation reports for the Investment for growth and jobs goal, the management declaration, the audit strategy, the audit opinion and the annual control report and the methodology for carrying out the cost-benefit analysis and pursuant to Regulation (EU) No 1299/2013 of the European Parliament and of the Council as regards the model for the implementation reports for the European territorial cooperation goal

Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 laying down detailed rules for implementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards the models for submission of certain information to the Commission and the detailed rules concerning the exchanges of information between Beneficiaries and Managing Authorities, certifying authorities, audit authorities and intermediate bodies

Commission Implementing Regulation (EU) No 821/2014 of 28 July 2014 laying down rules for the application of Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards detailed arrangements for the transfer and management of programme contributions, the reporting on

financial instruments, technical characteristics of information and communication measures for operations and the system to record and store data

Commission Implementing Regulation (EU) No 184/2014 of 25 February 2014 on the terms and conditions applicable to the electronic data exchange system between the Member States and the Commission (SFC2014) and the nomenclature of the categories of intervention for programmes under the ETC goal

Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC

Relevant Slovak legislation

Zákon č. 292/2014 o príspevku poskytovanom z európskych štrukturálnych a investičných fondov a o zmene a doplnení niektorých zákonov

Zákon č. 357/2015 Z. z. o finančnej kontrole a audite a o zmene a doplnení niektorých zákonov

Zákon č. 575/2001 Z. z. o organizácii činnosti vlády a organizácii ústrednej štátnej správy v znení neskorších predpisov

Zákon č. 40/1964 Zb. Občiansky zákonník v platnom znení

Zákon č. 513/1991 Zb. Obchodný zákonník v platnom znení

Zákon č. 99/1963 Zb. Občiansky súdny poriadok v znení neskorších predpisov

Zákon č. 311/2001 Z.z. Zákonník práce v platnom znení

Zákon č. 300/2005 Z.z. Trestný zákon v znení neskorších predpisov

Zákon č. 301/2005 Z.z. Trestný poriadok v znení neskorších predpisov

Zákon č. 523/2004 Z.z. o rozpočtových pravidlách verejnej správy a o zmene a doplnení niektorých zákonov v znení neskorších predpisov

Zákon č. 583/2004 Z.z. o rozpočtových pravidlách územnej samosprávy a o zmene a doplnení niektorých zákonov v znení neskorších predpisov

Zákon č. 431/2002 Z.z. o účtovníctve v znení neskorších predpisov

Zákon č. 231/1999 Z.z. o štátnej pomoci v znení neskorších predpisov

Zákon č. 136/2001 Z.z. o ochrane hospodárskej súťaže a o zmene a doplnení zákona Slovenskej národnej rady č. 347/1990 Zb. o organizácii ministerstiev ostatných ústredných orgánov štátnej správy Slovenskej republiky v znení neskorších predpisov

Zákon č. 7/2005 Z.z. o konkurze a reštrukturalizácii a o zmene a doplnení niektorých zákonov v znení neskorších predpisov

Zákon č. 211/2000 Z.z. o slobodnom prístupe k informáciám a o zmene a doplnení niektorých zákonov v znení neskorších predpisov

- Zákon č. 71/1967 Zb. o správnom konaní (správnyporiadok) v znení neskorších predpisov
- Zákon č. 278/1993 Z.z. o správe majetku štátu v znení neskorších predpisov
- Zákon č. 50/1976 Zb. o územnom plánovaní a stavebnom poriadku (stavebný zákon) v platnom znení a súvisiaca legislatíva platná pre investičnú výstavbu v SR
- Zákon č. 24/2006 Z.z. o posudzovaní vplyvov na životné prostredie a o zmene a doplnení niektorých zákonov v znení neskorších predpisov
- Zákon č. 10/1996 Z.z. o kontrole v štátnej správe v znení neskorších predpisov
- Zákon č. 39/1993 Z.z. o Najvyššom kontrolnom úrade Slovenskej republiky v znení neskorších predpisov
- Zákon č. 369/1990 Zb. o obecnom zriadení v znení neskorších predpisov
- Zákon č. 302/2001 Z.z. o samospráve vyšších územných celkov (zákon o samosprávnych krajoch) v znení neskorších predpisov
- Zákon č. 539/2008 Z.z. o podpore regionálneho rozvoja
- Zákon č. 291/2002 Z.z. o Štátnej pokladnici a o zmene a doplnení niektorých zákonov v znení neskorších predpisov
- Zákon č. 563/2009 Z.z. o správe daní (daňový poriadok) a o zmene a doplnení niektorých zákonov
- Zákon č. 595/2003 Z.z. o dani z príjmov v znení neskorších predpisov
- Zákon č. 9/2010 Z. z. o sťažnostiach v znení zákona č. 289/2012 Z.z.
- Zákon č. 138/1991 Zb. o majetku obcí v znení neskorších predpisov
- Zákon č. 446/2001 Z. z. o majetku vyšších územných celkov v znení neskorších predpisov
- Zákon č. 122/2013 Z. z. o ochrane osobných údajov a o zmene a doplnení niektorých zákonov v znení zákona č. 84/2014 Z.z.
- Zákon č. 305/2013 Z.z. o elektronickej podobe výkonu pôsobnosti orgánov verejnej moci a o zmene a doplnení niektorých zákonov
- Zákon č. 275/2006 Z. z. o informačných systémoch verejnej správy a o zmene a doplnení niektorých zákonov v znení neskorších predpisov
- Zákon č. 365/2004 Z. z. o rovnakom zaobchádzaní v niektorých oblastiach a o ochrane pred diskrimináciou a o zmene a doplnení niektorých zákonov v znení neskorších predpisov
- Zákon č. 283/2002 Z.z. o cestovných náhradách v znení neskorších predpisov
- Zákon č. 254/1998 Z. z. o verejných prácach v znení neskorších predpisov
- Zákon č. 394/2012 Z.z. o obmedzení platieb v hotovosti
- Zákon č. 212/1997 Z. z. o povinných výtlačkoch periodických publikácií, neperiodických publikácií a rozmnoženín audiovizuálnych diel v znení neskorších predpisov;

Zákon 167/2008 Z. z. o periodickej tlači a agentúrnom spravodajstve a o zmene a doplnení niektorých zákonov (tlačovýzákon) v znení neskorších predpisov;

Zákon č. 99/1963 Zb. Občiansky súdny poriadok v znení neskorších predpisov účinný do 30.06.2016

Zákon č. 160/2015 Z. z. Civilný sporový poriadok účinný od 01.07.2016

Zákon č. 161/2015 Z. z. Civilný mimosporový poriadok účinný od 01.07.2016

Zákon č. 162/2015 Z. z. Správny súdny poriadok účinný od 01.07.2016

Zákon č. 25/2006 Z. z. o verejnom obstarávaní a o zmene a doplnení niektorých zákonov v znení neskorších predpisov účinný do 17.04.2016

Zákon č. 343/2015 Z. z. o verejnom obstarávaní a o zmene a doplnení niektorých zákonov účinný od 18.04.2016

Zákon č. 358/2015 Z. z. o úprave niektorých vzťahov v oblasti štátnej pomoci a minimálnej pomoci v platnom znení

Zákon č. 90/2016 Z. z. o trestnej zodpovednosti právnických osôb v platnom znení

Zákon č. 374/2014 Z. z. o pohľadávkach štátu v platnom znení

Nariadenie vlády SR č. 498/2011 Z. z., ktorým sa ustanovujú podrobnosti o zverejňovaní zmlúv v Centrálnom registri zmlúv a náležitosti informácie o uzatvorení zmluvy

Systém riadenia Európskych štrukturálnych a investičných fondov

Systém finančného riadenia štrukturálnych fondov, Kohézneho fondu a Európskeho námorného a rybárskeho fondu na programové obdobie 2014 – 2020

Stratégia financovania Európskych štrukturálnych a investičných fondov pre programové obdobie 2014 - 2020

Relevant Hungarian legislation

2015. évi CXLIII. törvény a közbeszerzésekről

2015. évi C. törvény Magyarország 2016. évi központi költségvetéséről

2014. évi C. törvény Magyarország 2015. évi központi költségvetéséről

2013. évi LXXVII. törvény a felnőttképzésről

2012. évi I. törvény a munkatörvénykönyvről

2012. évi CLXXXV. törvény a hulladékról

2011. évi CXXIII. Törvény az általános forgalmi adóról szóló 2007. évi CXXVII. Törvény jogharmonizációs célú módosításáról és az adó-visszaigénylés különös eljárási szabályairól

2011. évi CXCV. Törvény az államháztartásról

2011. évi CLXXXVII. törvény a szakképzésről

2011. évi CLXXXIX. Törvény Magyarország helyi önkormányzatairól

2011. évi CCIV. törvény a nemzeti felsőoktatásról

2007. évi CXXVII. Törvény az általános forgalmi adóról

2003. évi XCII. Törvény az adózás rendjéről

2001. évi LXIV. törvény a kulturális örökség védelméről

2000. évi C. törvény a számvitelről

1997. évi LXXVIII. Törvény az épített környezet alakításáról és védelméről

1996. évi LIII. törvény a természetvédelméről

1996. évi XXI. törvény a területfejlesztésről és a területrendezésről

1995. évi LVII. Vízgazdálkodásról szóló törvény

1995. évi LIII. törvény a környezetvédelmének általános szabályairól

1993. évi LXXIX. törvény a közoktatásról

1805/2013. (XI. 12.) Korm. határozat a 2014–2020 közötti időszakban hatályos regionális támogatási térkép koncepciójáról

238/2015. (IX. 4.) Korm. rendelet a 2014–2020 programozási időszakban az Európai Regionális Fejlesztési Alap, az Előcsatlakozási Támogatási Eszköz és az Európai Szomszédsgai Támogatási Eszköz pénzügyi alapok egyes, határon átnyúló együttműködési programjainak végrehajtási intézményrendszeréről

126/2016. (VI.7.) Kormányrendelet a 2014–2020 programozási időszakban az Európai Regionális Fejlesztési Alap és az Előcsatlakozási Támogatási Eszköz egyes, határon átnyúló együttműködési programjainak végrehajtásáról.

128/2016. (VI. 7.) Korm. rendelet a 2014–2020 programozási időszakban az Európai Regionális Fejlesztési Alap, az Előcsatlakozási Támogatási Eszköz és az Európai Szomszédsgági Támogatási Eszköz pénzügyi alapok egyes, határon átnyúló együttműködési programjainak végrehajtási intézményrendszeréről szóló 238/2015. (IX. 4.) Korm. rendelet módosításáról

368/2011. (XII. 31.) Korm. Rendelet az államháztartásról szóló törvény végrehajtásáról

44/2016. (III. 10.) Korm. rendelet a 2014–2020 programozási időszakra az Európai Területi Együttműködési Programokból rendelt források felhasználására vonatkozó uniós versenyjogi értelemben vett állami támogatási szabályokról

37/2011. (III. 22.) Korm. Rendelet az európai uniós versenyjogi értelemben vett állami támogatásokkal kapcsolatos eljárásról és a regionális támogatási térképről

90/2007. (IV. 26.) Korm. rendelet a környezetkárosodás megelőzésének és elhárításának rendjéről

220/2004. (VII. 21.) Korm. rendelet a felszíni vizek minősége védelmének szabályairól

219/2004. (VII. 21.) Korm. Rendelet a felszín alatti vizek védelméről