



Call for Small Project Fund Umbrella Projects

in the frame of the
INTERREG V-A SLOVAKIA-HUNGARY
COOPERATION PROGRAMME

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1. Introduction

The Hungarian Prime Minister's Office acting as the Managing Authority of the Interreg V-A Slovakia-Hungary Cooperation Programme and the Ministry of Agriculture and Rural Development of the Slovak Republic acting as the National Authority are announcing the Call for Small Project Fund Umbrella Projects in the frame of the Interreg V-A Slovakia-Hungary Cooperation Programme [Cooperation Programme or CP]. The aims of the Small Project Fund are explained in detail in the [Cooperation Programme](#) document.

Umbrella projects are tools serving the implementation of small scale projects of the Small Project Fund financed from the budget of the Interreg V-A Slovakia-Hungary Cooperation Programme. These financial resources are intended to implement cross border activities within two priority axes. In line with the Cooperation Programme the Small Project Fund will be implemented through two umbrella projects financed under priority axis 1 and two umbrella projects financed under priority axis 4. Every umbrella project must be managed by an EGTC playing the role of the Lead Beneficiary responsible for setting up a partnership on umbrella projects level. Umbrella projects may not be submitted exclusively for one selected Priority Axes. Project submitted under Priority Axes 1 must automatically submit Application form for implementation of the Umbrella project for Priority Axes 4 and vice versa.

2. Priorities and objectives

The overall objective of the Small Project Fund is to strengthen social cohesion across the borders by supporting local level cooperation and to establish and improve long-term collaboration between actors on both sides of the border through the support of local/regional projects.

The Small Project Fund [SPF] will be implemented under two priority axes of the Interreg V-A Slovakia-Hungary Cooperation Programme and must contribute to their priority objectives:

Priority Axis 1 [PA 1]: ***Nature and Culture***

Specific objective: ***To increase the attractiveness of the border area***

This Specific objective is targeted at 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; and increase in the number of visitors in the programme area.

Priority Axis 4 [PA 4]: ***Enhancing cross-border cooperation of public authorities and people living in the border area***

Specific objective: ***Improving the level of cross border inter-institutional cooperation and broadening cross border cooperation between citizens***

This Specific objective is targeted at strengthened internal social cohesion of the programming area and improved level of inter-institutional cooperation; strengthened cross border cooperation between citizens and lively cross-border exchange of experiences; improved capacities of the institutions participated 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 as well as improved level of bilingualism within the programming region.

3. Results and outputs

Each umbrella project and the small projects implemented within the SPF must contribute to the Specific objective of the Priority Axes in which the Application form has been submitted. The achieved results must contribute to the programme specific result indicators of these priority axes and must fulfil the relevant Common and Programme specific output indicators:

PROGRAMME SPECIFIC RESULT INDICATOR:

PA	ID	Indicator name	Measurement unit
PA 1	R110	Total number of visitors in the region	number/year
PA 4	R410	Level of cross-border cooperation	score

COMMON AND PROGRAMME SPECIFIC OUTPUT INDICATORS:

PA	ID	Indicator name	Measurement unit
PA 1	CO09	Sustainable tourism: Increase in expected number of visits to supported sites of cultural and natural heritage and attractions	visits/year
	CO23	Nature and biodiversity: Surface area of habitats supported in order to attain a better conservation status	ha
	O11	Length of reconstructed and newly built 'green ways'	km
PA 4	O411	Number of cross-border products and services developed	number
	O413	Number of cross-border events	number
	O414	Number of documents published or elaborated in the framework of SPF	number
	O415	Number of people participated in cooperation	number
	O416	Number of women participated in cooperation	number
	O417	Number of participants from socially marginalized groups, including Roma	number



Note that the Common and Programme Specific Output Indicators which form the bases of the performance framework indicators of respective Priority Axis are obligatory for every Umbrella Project submitted under this Call.

For information related to definition and specification of the indicators please refer to Annex 2 of the [Cooperation Programme](#): Methodology and action plan for defining the indicators.

Besides the predefined Programme Specific Result Indicator and Common and Programme Specific Output Indicators set in the Cooperation Programme, the Applicants of an Umbrella Project may select from among the Project Specific Output indicators set in this Call which the most complement with the actions planned to be implemented either by the project partnership of an umbrella project and/or foreseen to be supported within the small projects.

PROJECT SPECIFIC OUTPUT INDICATORS

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
PS07	Number of sustained working places	pc
PS09	Number of newly implemented infrastructure	pc
PS10	Number of developed systems and services (monitoring, transport, etc.)	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

4. Performance Indicators

In line with the Cooperation Programme the selected umbrella projects as tools for implementation of the Small Project Fund must contribute to the relevant performance indicators of the Priority Axes in which the Application form has been submitted as follows:

PA	ID	Performance indicator	Measurement unit	Milestones for 2018 ¹	Target value 2023 ²
PA 1	O11	Length of reconstructed and newly built 'green ways'	km		89
	CO23	Nature and biodiversity: Surface area of habitats supported in order to attain a better conservation status	ha		100 549
	F0001	Total amount of submitted expenditure for validation	EUR	50 000	3 666 094
PA 4	O411	Number of cross-border products and services developed	number		20
	O413	Number of cross border events	number		400
	O414	Number of documents published or elaborated in the framework of SPF	number	50	200
	F0001	Total amount of submitted expenditure for validation	EUR	200 000	10 998 282

For information related to definition and specification of the performance framework indicators please refer to the [Cooperation Programme](#).

5. Horizontal Principles

The Programme as well as each project supported within the programme has 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.

Obligatory horizontal principles

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 with the signature of the Application form declare that these will be respected. In case

¹ Milestones for 2018 for the respective performance framework indicators will be set in the Subsidy contract of the approved SPF Umbrella projects.

² SPF Umbrella projects must proportionally contribute to the target value for 2023 of the respective performance framework indicators set in the Cooperation Programme. Target value for 2023 for the performance framework indicators F0001 and O414 are final and must be fulfilled by the approved Umbrella projects.

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.

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 principle³ 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.

³ The party responsible for producing pollution is responsible for paying for the damage done to the natural environment.

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.

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 within the PAs are 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.

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.

6. Available funds

The overall European Regional and Development Fund [ERDF] support for the Small Project Fund within the Interreg V-A Slovakia-Hungary Cooperation Programme implemented by two single umbrella projects per each Priority Axes is **12 464 719 EUR**. The Monitoring Committee reserves the right not to award all available funds.

Management cost of the Umbrella projects shall be proportionate to the overall use of funds by small projects but may reach maximum 15% of the total SPF allocation.

The Application form of each Umbrella Project shall contain the costs related to management of the Small project fund (Umbrella Project partnership) in the selected Priority Axes as well as financial allocation devoted for the future activities of the small projects.

Funds are planned to be awarded to two umbrella projects per each Priority Axis with the following total ERDF allocation:

Priority areas	Total ERDF	Umbrella Project 1	Umbrella Project 2	Umbrella Project 1	Umbrella Project 2
	(M EUR)	(M EUR)	(M EUR)	(M EUR)	(M EUR)
PA 1 Nature and Culture	3 116 180	1 558 090	1 558 090		
Management cost	467 427	233 713.50	233 713.50		
Cost of Small projects	2 648 753	1 324 376.50	1 324 376.50		
PA 4 Cooperation and capacity building	9 348 539			4 674 269.50	4 674 269.50
Management cost	1 402 281			701 140.50	701 140.50
Cost of Small projects	7 946 258			3 973 129	3 973 129
TOTAL of both PAs	12 464 719				

7. Source of finance

Each Beneficiary of the Umbrella Project [Beneficiary] can receive maximum of 85% European Regional and Development Fund [ERDF] contribution. The ratio between the state co-financing and own contribution of Beneficiary is set based on the legal form of the partner.

Total eligible expenditure of the Umbrella project Beneficiary registered in Slovakia will be financed as follows⁴:

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 %

⁴ Source of financing is in line with the valid Financing Strategy of ESI Funds (<http://www.finance.gov.sk/Default.aspx?CatID=9349>)

Type of organisation	ERDF contribution	State co-financing	Own contribution
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 %

Total eligible expenditure of the Beneficiary registered in Hungary will be financed according to 4.§ of 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 territorial co-operation in the 2014-2020 programming period.⁵

Applicants are required to demonstrate the availability of own contribution (if relevant) in the *Declaration of the SPF Umbrella Project partner* (Annex I. to the Call). If own contribution or a part thereof are secured from the budget of a municipality, city or county besides the Declaration of the SPF Umbrella Project partner, 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.

8. Form of finance

The total budget of each Umbrella project consists of ERDF contribution, the national co-financing and the Beneficiaries' own contribution (if relevant). No ERDF can exceed 85% of the total forecasted eligible costs of the Umbrella project. State co-financing is provided only to the Beneficiaries of the Umbrella Projects. No state co-financing is provided to beneficiaries of the small projects implemented within the Small Project Fund.

The ERDF support provided to Umbrella project Beneficiaries is non-repayable grant. The ERDF funding will take the form of reimbursement to all Beneficiaries of the Umbrella project. For the Umbrella project 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 territorial co-operation in the 2014-2020 programming period⁶.

The amount of the state co-financing for Umbrella project Beneficiary 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 territorial co-operation in the 2014-2020 programming period.

Umbrella project Lead Beneficiary registered in Slovakia will contract the ERDF funds with the Prime Minister's Office in Hungary as Managing Authority in Subsidy contract. Umbrella project Beneficiary

⁵ Please be informed that the exact percentage and the amount of own contribution will be established in line with Hungarian legislation in force at the time of the Monitoring Committee decision for the second round of the evaluation process.

⁶ 126/2016. (VI. 7.) Kormányrendelet a 2014–2020 programozási időszakban az Európai Regionális Fejlesztési Alap és az Előcsatlakozási Támogatási Eszköz egyes, határon átnyúló együttműködési programjainak végrehajtásáról.

registered in Slovakia will conclude the national co-financing contract with the Ministry for Agriculture and Rural Development in Slovak Republic as National Authority.

Umbrella project Lead Beneficiary registered in Hungary will conclude Subsidy contract with the Prime Minister's Office in Hungary as Managing Authority for the ERDF funding of the project. Umbrella project Beneficiary will conclude the Hungarian national co-financing contract with the Prime Minister's Office in Hungary.

The conclusion of the Subsidy contract is a prerequisite to signing the national co-financing contract.

9. Duration of the Umbrella Projects

In the framework of the Interreg V-A Slovakia-Hungary Programme altogether two umbrella projects per each Priority Axes opened within this Call are foreseen to be implemented. The start and end date of implementation of every Umbrella project is stipulated in the Subsidy contract. The start of the project implementation may be planned for the day after the day of submission of the Application form as earliest. The start date of the project implementation is the start date of eligibility period of the costs included in the Subsidy contract.



The Umbrella projects must complete their implementation in time which allows timely closure of the Programme, but not later than June 30, 2022.

In case project fails to meet these requirements and requirements of the N+3 regulation or fail to deliver the contracted results, the MA is entitled to de-commit the project by reducing the original project budget and the corresponding ERDF contribution.

10. 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.

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. For the obligatory minimum publicity requirement and further details on information and publicity please see the *Application form* and the *Visibility guide for projects* published on Programme website.

11. General rules and requirements for the Umbrella Projects

Eligible applicants

For managing the SPF within a single Umbrella project consortiums including one EGTC playing the role of Lead Beneficiary are planned to be selected by the Monitoring Committee as a result of this Call. Consortium of a single Umbrella project is obliged to submit Application form for management of the SPF within both Priority Axes opened in this Call.

According to the legal status the following organizations are eligible to form a consortium of single Umbrella project submitted within this Call with the condition that European groupings for territorial cooperation (EGTCs) shall act as Lead Beneficiary:

- Public institutions;
- Private institutions serving public interests;
- State owned companies;
- Non-governmental organizations
- Development agencies;
- County / regional municipalities;
- Organizations set up by special law, providing public services (e.g. foundations, associations);
- Chambers;

Minimum criteria for the Umbrella project Lead Beneficiary of the umbrella project are listed in Chapter 12.



Organizations involved in the Umbrella projects may not simultaneously implement a small project to avoid the conflict of interest.

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.

Geographical criteria

Umbrella Project Lead Beneficiary's headquarter must be registered and located in the programme area. Other beneficiaries of the Umbrella project have to be registered or have to have a branch office in the Programme area. 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.

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

Geographical coverage

Within the Call altogether four umbrella projects (two Umbrella projects per each Priority Axes) are foreseen to be selected by the Monitoring Committee. The selected umbrella projects in each Priority Axis will commonly cover the whole programme eligible area. Strategy for implementation of the SPF which is an obligatory annex to each umbrella project must demonstrate the territorial coverage within the programme area.

Partnership criteria

In order to be considered eligible, Lead Beneficiary of the SPF Umbrella project has to act in partnership with one Beneficiary from the other side of the Slovak-Hungarian border and one Higher Territorial Unit from Slovakia.⁷ The Umbrella project Lead Beneficiary ensures the efficient implementation and bears the overall responsibility for the implementation of the SPF of the selected Umbrella project itself, as well as for the activities of the Umbrella project partners and the activities of the future small project partners selected within the SPF. Strategy for implementation of the SPF which is an obligatory annex to each Umbrella project must demonstrate the ability to coordinate the Small Project Fund.

⁷ See the Minimum requirements of the Small Project Fund Management Organizations Umbrella Project Lead Beneficiary within Interreg V-A Slovakia-Hungary Cooperation Programme in Chapter 12 of this Call.



The consortiums have to work in close cooperation in setting up the management of the SPF using the same mutually agreed rules and ensuring the same conditions for small project applicants. The steps leading to joint setup of rules for management of the SPF shall be clearly described in the Strategy for implementation of the SPF.

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 projects⁸:

Joint development

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

In order to fulfil the criteria both Project partners (Lead beneficiary and Beneficiary) 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 both Project partners (Lead beneficiary and Beneficiary) 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.

⁸Article 12(4) of Regulation (EU) No 1299/2013

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.



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.

Eligible expenditures

The SPF is planned to be realized in the framework of two umbrella projects financed under Priority Axis 1 and two umbrella projects financed under Priority Axis 4 of the Interreg V-A Slovakia-Hungary Cooperation Programme with a total ERDF allocation of 12 464 719 EUR. This ERDF allocation will be used for financing the implementation of small projects and also to co-finance the costs associated with the administration of the Small Project Fund by the selected Umbrella projects. The share of total cost devoted for overall management of the Small Project Fund cannot be higher than 15% of the total allocation.

Expenditures subject to reimbursement within each umbrella project must occur in the given duration period indicated in the Subsidy contract, which becomes the eligibility period of expenditures of the project.

To be deemed eligible for co-financing, all expenditure must observe the *Guide on eligible expenditures* published on the programme website as well as relevant Programme, national and EU regulations.



Under the provision of this Call, the Preparation costs (budget line 1) and costs related to Infrastructure and works (budget line 7) are excluded from among the eligible costs of the umbrella projects.

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. Declaration on State aid is part of the Application form and must be filled in for every member of the consortium.

12. Minimum criteria for the Umbrella projects Lead Beneficiary

Lead Beneficiaries of the Umbrella projects bears the responsibility for successful implementation of the SPF under each Priority Axes and must meet the following minimum criteria:

1) Economic and financial criterion

- Annual turnover: the annual turnover in the previous two fiscal years preceding the year in which the umbrella project is submitted (2014 and 2015): was at least 20.000 EUR yearly. (Exchange rate⁹ to be calculated based on the average yearly exchange rate of the national currency/EUR).
- Management of the SPF within single umbrella project: Maximum amount of costs related to management of the SPF within umbrella project is 15% from the total financial allocation for a single umbrella project.
- Own contribution: Lead Beneficiary must ensure own co-financing of the activities related to management of the umbrella project (according to national rules)

2) Experience in cross-border cooperation

- Proven experience in the preparation of regional development programmes;
- In-depth experience in and knowledge of EU cross-border development policies;
- Proven experience in successful implementation of EU funded development programmes (knowledge of programming methodology used): have experience in implementation of minimum one EU-funded project with total project value at least 70 000 EUR (either implemented by EGTCs itself or their founders);

3) Professional capacity and staffing requirement

- Permanent staff: at least 2 staff members engaged through entire year preceding the year in which the SPF Umbrella Project proposal was submitted.

4) Legal form and location

- Legal form: Applicants must meet criteria of European Groupings of Territorial Cooperation as defined by the Regulation (EU) No. 1302/2013.
- The European Groupings of Territorial Cooperation was co-founded by Higher territorial unit (NUTS3) and cooperated in the past with this institution on projects.
- Headquarter: Applicant's headquarter is registered and located in the programme area, namely in one of the following NUTS3 regions: Bratislavský samosprávny kraj, Trnavský samosprávny kraj, Nitriansky samosprávny kraj, Banskobystrický samosprávny kraj, Košický samosprávny kraj, Győr-Moson-Sopron megye, Komárom-Esztergom megye, Pest megye, Nógrád megye, Heves megye, Borsod-Abaúj-Zemplén megye, Szabolcs-Szatmár-Bereg megye, Budapest főváros.

5) Other criteria

- Professional indemnity insurance: The indemnity insurance is requested to be proved by a declaration of the Lead Beneficiary of the umbrella project that all cost incurred during the implementation of the SPF is checked against and fulfil the programme eligibility rules.

⁹ Information source: InfoEuro http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

- Internal reporting and control arrangements: Applicants must demonstrate the internal reporting and control arrangement supporting the sound management of Small Project Fund. Description on system of 'Internal reporting and control arrangements' shall be attached to the Application Form.
- Accounting policies and procedures: Applicants shall demonstrate that separate accounting policies and procedures are laid down in its accountancy for purpose of registering financial flows of Small Project Fund. Description on system of 'Accounting policies and procedures' shall be attached to the Application Form.
- Service level agreements: Applicant shall be directly responsible for the preparation, management, implementation and follow-up of the Small Project Fund, nonetheless external service provider can be taken into the implementation of Small Project Fund. The Applicants shall take overall responsibility for safety of the transfer of data and services provided by third party towards Managing Authority.
- First level control activities: Applicants shall ensure 100% formal, eligibility and financial control of the small projects` costs. By providing this activity the Applicants shall take overall responsibility for compliance with all EU and national legislation. In case of small project beneficiaries with headquarter in the Slovak Republic the Higher Territorial Unit shall be responsible for first level control activities.

13. Mandatory Annexes to Application form

Application form for the Umbrella project must be submitted with the following mandatory annexes which are, according to their relevancy, obligatory for each Project partner:

GENERAL ANNEXES

Annex 1: Declarations of the SPF Umbrella Project Partners (G1)

Declarations of the SPF Umbrella Project Partners is a declaration on honour filled in, signed (and stamped) by the legal representative(s) of each Project partner in native language. There are two different templates available in the Call depending on the registered location (country) of the Project partner (Annex I.A; Annex I.B).

Annex 2: Declaration on partnership (G2)

Declaration on partnership is proving that the Umbrella project proposal 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 the legal representative(s) of each Project partner (on a separate piece of paper - Annex II.).

Annex 3: Letter(s) of foundation (G3)

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.

Annex 4: Resolution(s) about the own contribution (G4)

In case 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.

SPECIFIC ANNEXES

Annex 5: Copy of the registration list(s) of the employees to the Social Insurance Authority (Sociálna poisťovňa) / National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal) (S1)

Lead Beneficiary of the SPF Umbrella project is obliged to attach the copy of the registration list(s) of the employees to the register kept by the Social Insurance Authority (Sociálna poisťovňa) / National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal) in national language. The copy of the registration list/s must prove that at least 2 staff members were engaged through entire year preceding the year in which the SPF Umbrella Project proposal is submitted.

Annex 6: Copy of the financial (profit and loss) statements for the last two completed financial year (S2)

Lead Beneficiary of the SPF Umbrella project proposal is obliged to attach the copy of the financial statements for the last two completed financial years of the organisation in national language.

Annex 7: Declaration on professional indemnity (S3)

Lead Beneficiary of the SPF Umbrella project is obliged to attach the Declaration on professional indemnity. Declaration signed (and stamped) by the legal representative(s) of the Lead Beneficiary shall be submitted in English language.

Annex 8: Description on system of 'Internal reporting and control arrangements' (S4)

Lead Beneficiary of the SPF Umbrella project is obliged to attach the Description on system of 'Internal reporting and control arrangements' demonstrating the internal reporting and control arrangement supporting the sound management of Small Project Fund. Description shall be submitted in English language.

Annex 9: Description on system of 'Accounting policies and procedures' (S5)

Lead Beneficiary of the SPF Umbrella project is obliged to attach the Description on system of 'Accounting policies and procedures' that separate accounting policies and procedures are laid down in its accountancy for purpose of registering financial flows of Small Project Fund. Description can be submitted in native language.

Annex 10: Declaration on Service level agreements (S6)

Lead Beneficiary of the SPF Umbrella project is obliged to attach a Declaration on Service level agreements demonstrating the overall responsibility for safety of the transfer of data and services provided by third party in relation to implementation of the SPF towards the Managing Authority. Declaration signed (and stamped) by the legal representative(s) of the Lead Beneficiary must be submitted in English language.

Annex 11: Declaration on first level control activities (S7)

Lead Beneficiary of the SPF Umbrella project is obliged to attach a Declaration on first level control activities ensuring the responsibility for 100% formal, eligibility and financial control of the small projects' costs and their compliance with all EU and national legislation. Declaration signed (and

stamped) by the legal representative(s) of the Lead Beneficiary shall be submitted in English language.

Annex 12: Strategy for implementation of the SPF (S8)

Strategy for implementation of the SPF must follow the following structure:

- Purpose of the Small Project Fund (description of the needs of the border region and reflection to the needs);
- Expected results and outputs and their connection to the result and output indicators of PA1 and PA4 of the Programme;
- Scope of territorial coverage in programme eligible area (presentation on how the SPF umbrella project will cover the whole programme area of the Programme with respect to the rules of the Programme which states that the management structure of the Small Project Fund will be realized through two projects (one on western part of the border region and one on eastern part of the border region). Territorial, functional etc. distribution of tasks shall be described.);
- Methods for ensuring the overall territorial coverage of the programme area (distribution of information, financing small projects, verification procedure etc.);
- Implementation structure of the Small Project Fund (the SPF umbrella project shall describe the institutions involved in the implementation of SPF, management organizations, stakeholders, and their tasks and responsibilities. Organization chart and specification of the functions of the institutions should also be presented);
- Introduction of the methods for separation of different management functions. The SPF umbrella project shall go into details regarding the function related to the management of SPF (e.g. selection of small projects, decision on the small projects, verification of the costs of small projects etc.) and the describe the method for separation of different tasks;
 - Presentation of the status of the partners performing first level control activities, specification of the functions and tasks carried out by them, organization chart;
 - Description of joint setup and management of the SPF ensuring the same mutually agreed rules and the same conditions for small projects implemented within the SPF under each Umbrella project;
- Demonstration of clear cross-border aspect (SPF 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, for example, transferring models / knowledge / technology from one region to another, combining different skill sets not available in one region, gaining a critical mass otherwise unattainable, etc.);
- Budget (description of financial requirements for the Small Project Fund implementation including required human capacity);
- Time schedule of the implementation and corresponding financial plan (in line with proposed timeline of reporting on project level and contribution to N+3 threshold of the Programme);
- Presentation of appliance of possible vertical integration as set out in Chapter 4 of the Cooperation Programme document;
- Appliance of sustainability and horizontal measures of the Programme;

- Publicity activities; contribution of the Small Project Fund to the Communication Strategy of the Programme;
- Planned evaluations in line with the Evaluation Plan of the Programme;
- Risk management related to smooth implementation of the small projects;
- Description of Small Project Fund implementation processes (flow charts and detailed textual description) on
 - preparation of the calls for small project proposals;
 - project pipeline facility;
 - application process (e.g. launching the call for small projects, provision of information, consultancy, registration of small projects);
 - simplified cost options and types of activities to be implemented by the small projects;
 - methodology of the definition of small-scale investments as simplified cost options;
 - assessment procedure (e.g. formal, eligibility and quality assessment of small projects);
 - selection procedure (establishment of Selection Board [Steering Committee], external assessors, basic functions etc.);
 - procedures to support the work of the steering committee;
 - description of information and monitoring system;
 - contracting procedures of the small beneficiaries;
 - verification of costs and reporting satisfying the condition that simplified cost options and predefined types of actions to be implemented by small projects is a must;
 - payment procedures and monitoring;
 - procedures on contribution to Annual and Final implementation reports of the Programme;
 - description of the examination of complaints;
 - procedures to ensure an adequate audit trail and archiving system (collecting, recording and storing, in a computerized form data on each small projects);
 - maintaining accounting records in a computerized form of expenditures.

14. Submission procedure

Deadline for submission of applications: 03/03/2017

Language of the Application: Application form and the following mandatory annexes must be submitted in English language: General annex 2 and Specific annex 7, 8, 10, 11 and 12.

General annexes 1, 3, 4 and Specific annexes 5, 6, and 9 as well as any other supporting documents may be submitted in Slovak, Hungarian or English.

The complete list of the mandatory Annexes is described in Chapter 13. If relevant, Applicants are obliged to use predefined templates attached to the Call.

Form of submission: Application form has to be signed (and stamped) by the statutory representative of the Lead Beneficiary and submitted by the given deadline. The signed (and stamped) Application form will not be the subject of any completion or amendment procedure during

the administrative and eligibility assessment. Application form and mandatory annexes shall be submitted in paper form in one original and two copies verified¹⁰ by the statutory representative(s) 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.

Method of submission: Application form and its annexes shall be submitted either by registered mail or by a courier service. Applications submitted by any other means (e.g. e-mail or fax) will be rejected. Evidence of the timely submission by post or courier service 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 Joint Secretariat (hereinafter JS) is entitled for asking the deposit slip.)

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. floor.
Hungary

Application submitted or delivered at other addresses will be rejected.

The envelope containing the application is to be sealed and properly marked including the following information:

- address to which the application is submitted,
- full name and address of the Lead Beneficiary,
- Identification code of Call for SPF Umbrella Projects: SKHU/1701/
- Wording: "Application form for the SPF Umbrella Project, Interreg V-A SKHU Cooperation Programme".

For detailed information please contact directly the Joint Secretariat. Contact or queries can be made via the programme's website (www.skhu.eu).

The Project partners, 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.

15. Selection process

The selection process follows the *Methodology and criteria for selecting operations for Call for proposals* approved by the Monitoring Committee of the Programme, however the Application forms for the umbrella projects will be selected **in two round selection process**. The aim of this Call is to select those Applications which will be forwarded to the second round of the selection process and have the possibility to submit the following documentation required in the second round of the selection process:

¹⁰ First page of each copy of the Application form must be signed (and stamped) by the statutory representative of the Lead Beneficiary with the following statement: Copy of the Application form and its annexes is identical with the original.

- Rules of procedures of the Steering Committee [SC]
 - Description of functions of the SC within the SPF and in the selection procedure of the small projects involving the MC members to respect multi-governance and partnership approach and ensuring the flow of information between MC and SC.
- Joint Procedure Manual
 - Description of functions, task and duties of each project partner involved in the implementation of the Umbrella project.
- Assessment Manual
 - Description of selection process and evaluation steps of the small projects.
- Description of the eligibility criteria of small projects
 - Legal requirements of the applicants,
 - Territorial, sectoral, professional, financial, exclusion criteria;
 - Fulfillment of the cooperation criteria (joint planning, implementation, staffing and financing);
 - Eligible activities to be carried out by small projects (with the possible connections to the projects financed within PA1 and PA4 of the Programme);
 - Description of the simplification (procedures, reporting, costs etc.);
 - Description of eligible costs on small project level satisfying the condition for introduction of the obligatory simplified costs options;
 - Model of financing (ERDF, national contribution and own contribution);
 - Methodology of ensuring the interest and involvement of small projects;
 - Communication activities of small projects;
 - Arrangements of public procurement procedures;
 - Possibilities for pre-financing small projects.
- Description how the SPF can contribute to the following priorities of the Programme, such as
 - Clear cross-border aspect;
 - Use of bilingualism;
 - Activities should have a time perspective: the Programme does not support individual events; the partners have to endeavor to lay the basis for long-term partnership. Mirror events or one off event projects are not supported.
 - Obligatory simplified cost options within the SPF;
 - Small projects, which capitalize on the existing results and make one step further to establish more sustainable connections between the communities, as well as, community building projects and those ensuring the participation of greater number of people will be prioritized;
 - The minimum grant for the small project implemented within the SPF (counted on project level) is 20.000 EUR and maximum grant is 50.000 EUR (from the ERDF contribution);
 - Sustainability of cooperation should be encouraged through the selection;

- Horizontal principles (further details in Chapter 8 of the Programme document) have to be respected as selection criteria.
- Application package for launching the Call for Small Projects;
 - Call for Proposals
 - Applicant's Manual
 - Evaluation grids
 - Application form and annexes
 - Contract template, partnership agreement template
 - Visibility guide for small projects (in line with the Visibility guide of the Programme)
 - Guide on eligible expenditures for small projects (in line with the Guide on eligible expenditures of the Programme)
- Beneficiaries' Manual (on contracting, reporting etc. including templates);



Only successful Application forms selected in this Call will be forwarded to the second round of the selection process.

16. Selection steps

The project evaluation steps of the first round of the selection process comprises of the following phases:

- 1) Administrative assessment
- 2) Eligibility assessment
- 3) Quality assessment

The assessment criteria for each step of evaluation process are specified in the assessment grids approved by the MC and attached to this Call. 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.

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 Annex to this Call (see *Administrative assessment grid*).

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(s) of the Lead Beneficiary within the given deadline.

In case the submitted application does not meet the admissibility criteria, there is no possibility to complement or any later resubmit the application under the same Call; 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.

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**. During the check of the completeness criteria, clarification can be asked by the Joint Secretariat.

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.

Eligibility 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 Annex of this Call (see *Eligibility assessment grid*). During the eligibility assessment, clarification can be asked by the Joint Secretariat.

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 grid of quality assessment is available as Annex to this Call (see *Quality assessment grid*). 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 (see the *Quality assessment grid*).

Each application can receive maximum of 100 points from which 65 points threshold have to be gained by the application in order to be proposed for approval in the first round of selection process. The achievement of minimum 65 points threshold doesn't automatically mean co-financing for the project, applications which reached the threshold will be forwarded to the second round of the selection process.

The quality evaluation will be performed under the coordination of relevant programme authorities.

17. Decision of the Monitoring Committee

On the basis of the quality assessment results and thresholds achieved by the applications, the programme implementation authorities prepare a summary of the applications submitted under the present call and, if necessary, relevant recommendations for the Monitoring Committee. Based on the results of the quality assessment 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)

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

18. 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.

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 Applicant 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.

19. Clause

“Application form for the SPF Umbrella Project” provided in .xls format is the template for submitting the Application to the present Call. Nevertheless the Managing Authority of the Interreg V-A Slovakia-Hungary Cooperation Programme reserves the rights – in order to ensure further data-processing in the Monitoring system - to call the umbrella project partners for adjusting the Umbrella Project Application form to a format compatible with the Programmes` Monitoring system at a later stage of programme implementation. The format compatible with the Monitoring system will serve as a base for the Umbrella project implementation.

20. Concluding provisions

The Managing Authority may modify the terms of the Call for SPF Umbrella Projects 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 may decide to cancel the procedure of the Call for SPF Umbrella Projects 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 SPF Umbrella Projects 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.

21. Annexes to the Call:

Annex I/A, II/B: Declaration of the Umbrella Project partner– template

Annex II: Declaration on partnership – template

Annex III: Application form - template

Annex IV: Administrative assessment grid

Annex V: Eligibility assessment grid

Annex VI: Quality assessment grid

Annex VII: State aid guide