



# Call for proposals

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

Reference number:

**SKHU/1801**

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## Introduction

The Interreg V-A Slovakia-Hungary Cooperation Programme [Cooperation Programme] operates within the 2014-2020 European Union [EU] financial frameworks as the part of the third objective of EU Cohesion Policy. Interreg programmes have 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 Interreg V-A Slovakia-Hungary Cooperation Programme document was approved by EC Decision C(2015) 6805 on 30 September 2015. The overall European Regional and Development Fund [ERDF] support for the implementation of the Cooperation Programme is 146 460 448 EUR. The Programme's specific aim 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 are translated into four Priority axes [PA].

**The present Call is launched in the frame of the Priority Axis 1 – Nature and culture. The amount of the available financial allocation from the ERDF within the present Call is 10 000 000 EUR. The Monitoring Committee [MC] reserves the right to award different amount of the available funds. The Call for proposals is ongoing, open-ended and will be suspended once 125% of the Call's financial allocation was reached by submitted applications. Therefore, the submitted Applications will be continuously assessed (on “first-submitted-first-assessed” basis) and the projects submitted within each four weeks will be discussed at one time by the Monitoring Committee.**

The Managing Authority [MA] may modify the terms of the Call by amendment at any time during the validity period of the Call. The amendments may not affect the eligibility and the evaluation criteria. If Applicants submitted the application before publishing an amendment, Applicants cannot suffer disadvantage due to the modified terms of the conditions. The MA 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,
- in exceptional circumstances or force majeure render the normal implementation of the planned actions impossible.

If the Call for proposals is cancelled information on cancellation will be published on the [www.skhu.eu](http://www.skhu.eu) website. Any potential losses from cancellation are not entitled for compensation.

During the Call for proposals is open, Info days will be held in the Programme area. For further information or personal consultation please visit the Programme website or contact directly the Joint Secretariat [JS] or the nearest Info Point [IP].

**Comprehensive conditions of the present Call can be found in the Applicant's manual published as a part of the Application package.**

## Priorities and objectives

The Hungarian-Slovak border region has a rich biodiversity, well-preserved ecosystems, close to border or cross-border protected areas and areas deserving protection, significant drinking water reservoirs, rivers and lakes crossing the border and villages and cities rich in historic past and built heritage. This unique natural and cultural heritage offers a huge potential for developing local economies, but also raises the importance of conservation and in that respect the liability of local population and stakeholders in different sectors. It is therefore important on the priority level to support such actions and operations, which enable joint protection, development and touristic utilization of the border regions common natural and cultural heritage including joint water management and disaster avoidance and creating conditions for the renewal of the cultural and architectural heritage and the development of cross-border tourism products and services.

**The specific objective of the Priority axis is to increase the attractiveness of the border area.** Based on the analyses of the Programme document the Priority Axes 1 is seeking for the following results:

- 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.
- Support of the vertical and horizontal integration of the border region.

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.

Each project proposal has to contribute to the Specific objective of the Priority Axis. The Specific objectives can be reached through supported actions which serve as a guideline for project generation. The achieved results of the projects must contribute to the Programme result indicator, as the project outputs have to contribute to at least one from the Common and Programme specific output indicators of the Specific objective.

## Partnership requirements

Project partnerships must fulfil the Programme's **cross-border criteria**. The minimum requirement for Project partnerships is to have at least one Slovak and one Hungarian partner. **Furthermore each project partnership has to include minimum one small and medium sized enterprise (SME) as Beneficiary. The maximum amount of partners involved in the partnership of one project proposal is 4 partners including the Lead Beneficiary and 3 SMEs.**

All beneficiaries have to take direct responsibility for the preparation and management of the proposed project activities both from professional and financial point of view and may not act as intermediaries. Beneficiaries shall be experienced and their professional profile shall be in line with the role and activities described in the project proposal.

## Eligible Beneficiaries

### Location criteria

All Beneficiaries shall have their seats or a regional/local branch office registered in the Programme eligible area. Organisations having their headquarters outside of the Programme area but have registered branch office within are also eligible in case the substantive part of project implementation will be carried out on the Programme area. In this case the registered local branch office is acting in the partnership.

The Programme area covers 13 NUTS III level eligible 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:

Slovakia	Hungary
Bratislavský samosprávny kraj	Győr-Moson-Sopron megye
Trnavský samosprávny kraj	Komárom-Esztergom megye
Nitriansky samosprávny kraj	Pest megye
Banskobystrický samosprávny kraj	Budapest főváros
Košický samosprávny kraj	Nógrád megye
	Heves megye
	Borsod-Abaúj-Zemplén megye
	Szabolcs-Szatmár-Bereg megye

### Eligible Lead Beneficiaries

Lead Beneficiaries of the project can be actors coming from any of the two member states. The Lead Beneficiary shall meet the following conditions:

Public body owned by the state at least in majority or development agency or the Regional and Local Tourism Organisation<sup>1</sup>:

- having the scope – according to the founding document - in SME development and/or cultural heritage and/or regional/strategic development
- having at least 3 years of experience on the field of SME development and/or cultural heritage<sup>2</sup>
- having at least 3 years of activities in the eligible area of the Programme<sup>3</sup>

<sup>1</sup> Mandatory annexes (e.g. templates) to prove the eligibility of the Lead Beneficiary are specified in Applicants' manual

<sup>2</sup> can be also fulfilled by legal succession

<sup>3</sup> can be also fulfilled by legal succession

- o Having experience in an INTERREG project(s) or having experience in project management of SME development/cultural heritage project(s) worth 1 million EUR.

### Eligible SME beneficiaries

Eligible SME Beneficiaries of the project are local micro<sup>4</sup>, small and medium sized enterprises coming from both member states.

An enterprise is considered to be any entity engaged in an economic activity, irrespective of its legal form and the way in which they are financed (e.g. municipality, NGO etc.). This includes, in particular, self-employed persons and family businesses engaged in craft or other activities and partnerships or associations regularly engaged in an economic activity.

Enterprises must fall into category of small and medium-sized enterprises (SMEs) stipulated in 651/2014/EU Regulation, Annex 1. The main factors determining whether an enterprise is an SME are:

- staff headcount and
- either turnover or balance sheet total

Company category	Staff headcount	Turnover	or	Balance sheet total
Medium sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m



These ceilings apply to the figures for autonomous enterprises only. In case of an enterprise having partner or related enterprises the data should be aggregated according to Article 6 of Annex I of the 651/2014/EU regulation. Owner collusion is excluded from among the eligible enterprises. This means that enterprises cooperating under a single project as beneficiaries should be autonomous enterprises from each other, stipulated under 651/2014/EU Regulation, Annex 1., Article 3. Partner or related enterprises cannot be granted under a single project.

### Requirements for professional and financial background of enterprises

**In the present Call only those enterprises are eligible which have closed minimum 1 financial year until the submission date of the project application form.** Enterprises (SMEs) can be supported only if the following requirements are fulfilled:

- Enterprises must prove at least one closed financial year of operation;
- Enterprises must have positive or zero balance sheet result for the last financial year;
- Enterprises must take direct responsibility for the preparation and management of their project part both in professional and financial point of view and shall not act as intermediaries,

<sup>4</sup> Individual entrepreneurs are eligible as micro enterprises. Primary agricultural producers are not eligible.

- Enterprises must be experienced and able to demonstrate their capacity to manage their share of activities in the project;
- Enterprises must prove their financial and administrative capacity to manage their share of project (ensuring pre-financing an own contribution);
- Enterprises have no public dues (SK enterprises are to provide a certificate regarding the tax debts and HU enterprises are required to be included in the database of “Taxpayers free of public debts”);
- Enterprises must be transparent;
- Enterprises must respect *de minimis* rule and provide a self-declaration concerning appliance of *de minimis*;
- Enterprises must have at least 1 employee.

### Special exclusion criteria for enterprises

Enterprises (SMEs) cannot be supported if one of the following criteria is fulfilled:

- they are in difficult situation (according to Regulation 800/2008/EK);
- their activities have been suspended;
- they are under bankruptcy proceeding, liquidation, final settlement;
- they are involved in court cases in respect of their own operations;
- they are under sanction concerning national or EU support;
- they have business activities in the following sectors:
  - primary production, processing and marketing of agricultural products listed in Annex I to the Treaty, or
  - fisheries and aquaculture, or
  - road transport sector;
- they have not fulfilled their obligation relating to the payment of social security contributions or the payment of taxes in accordance with the national legal provisions;
- they have been the subject of judgement which has the force of ‘res iudicata’ for fraud, for corruption, for severe breach of contract in connection to obligations stemming from public procurement rules or rules governing the use of Community funding or national subsidies, for involvement in a criminal organization or for any other illegal activity detrimental to the Community’s financial interests;
- they are subject to a conflict of interests connected to their participation in the present Call.

### General exclusion criteria

All beneficiaries 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 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.

## Project activities

The project shall be realized through interrelated group of activities per partners. **The projects must contain management (coordination) activity and project level communication activity in order to fulfil the obligatory requirements set in the Visibility guide and Guide on eligible expenditures to be carried out solely by the Lead Beneficiary and at least one core activity to be carried out solely by the SME Beneficiary/ies.** Altogether the project has to include minimum 3 project activities.

The Beneficiaries have to describe the main parameters of each project activity including the necessary financial, human and time resources and appoint responsible project partner for their implementation from among each other. The Beneficiaries shall also describe the main challenges that the project is responding to, specify the project objectives, target groups, expected results, project activities and plan the sustainability of the results.

The Beneficiaries shall also draw up the budget of each project partner and set the appropriate type and number of Common and specific output indicators. Beneficiaries must bear the responsibility of maintenance of the built and/or developed infrastructure and all investments for at least 3 years after the completion of the project.



**The management (coordination) activity and project level communication activity aimed on fulfilment of the obligatory requirements set in the Visibility guide and Guide on eligible expenditures are the responsibility and eligible activities solely of the Lead Beneficiaries.**

**The core actions are the responsibility and eligible activities solely of the SME Beneficiaries.**

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## Predefined activities

To ensure the successful implementation of the project, the Lead Beneficiaries are responsible for the overall management and communication on behalf of the whole project partnership.

### Management (coordination) activity

The objective of this activity is to set up and operate supportive management function for the implementation of the whole project. In the submission phase the Lead Beneficiaries are responsible for:

- coordination of the project partners;
- preparation of the projects in cooperation with other Beneficiary/ies;
- providing support for project development;
- ensuring the overall consistency of the project;
- submission of the Application;

During the implementation and follow-up period the Lead Beneficiaries are responsible for:

- coordination of the project;
- ensuring the synergic and timely implementation of the projects;
- organizing individual project meetings ensuring the smooth implementation of the project;
- providing support for Beneficiaries during the reporting and implementation of the projects;
- providing risk and crisis management in case of implementation delay, project or partner withdrawal or indicator failure;
- submission of the follow-up reports.

### Communication activity

The second objective of the Lead Beneficiaries is to set up the communication tasks. The projects must constantly communicate throughout the project life-cycle by using appropriate communication tools. Projects may use various forms and means of communication in order to disseminate/communicate the aims, outcomes and results of the projects to stakeholders, key decision-makers and the public in general.



All communication activities regarding the overall project level communication leading to fulfilment of the obligatory publicity requirements set in the Visibility guide and Guide on eligible expenditures have to be integrated into the responsibility of the Lead Beneficiaries. This means also that all project level communication expenditures related to the communication requirements based on the Visibility guide and Guide on eligible expenditures shall be arranged into the budget of the Lead Beneficiary.<sup>5</sup>

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The Lead Beneficiaries shall create the communication plan for the whole project. Projects can 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

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<sup>5</sup> Marketing activities related to the professional content and/or objective of the core actions are eligible for SMEs.

costs must be planned previously. In order to ensure the publicity for projects the Programme introduced minimum requirements in means of communication. The minimum requirements in case of each project are the followings:

**Temporary poster or 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 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**

Providing detailed description to the public about the project on each Partner's website in any form of described in the Visibility guide for projects, where such website exists is expected.

**Public project event**

Organization of at least one public project event is a must during the project implementation. Beneficiaries 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).

**For further information please consult the *Visibility guide for projects*.**

**Core actions**

Each project must contain minimum one core action to be carried out solely by SME Beneficiary/ies. SME Beneficiary/ies may also carry out more core actions.

**List of eligible core actions**

- the cooperation and development of cultural heritage sites through combination of cultural heritage institutions and service providers, the mixed utilisation of the heritage sites (business investments facilitating the financial maintenance of these sites) and the integration of different functions (diversification of functions of cultural heritage sites);
- renovation of smaller cultural heritage sites with a purpose of developing creative industry and/or tourism (e.g. creative industrial hubs used by different firms like movie makers, designers, event companies, craftsmen, restoration studios, etc.; or event, pilgrimage or health tourism agencies; involving local producers, etc.) and the networking thereof;

- the creation and operation of forest schools with a cross-border approach; cross-border network of outdoor training sites (e.g. for team building activities); small-scale recreational tourist investments and initiatives and smaller leisure parks;
- the development of cross-border tourist products and the integration of tourism actors along thematic routes; in addition, joint cross-border media cooperation, the shooting of short movies and image films; and in a wider sense, the cooperation of cross-border destinations and the service providers are also be supported;
- the development of small scale quality tourism linked to local environmental or cultural features for SMEs thereof (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, pilgrimage, geotourism, extreme tourism, wellness, health and beauty tourism, event and business tourism, etc.);
- joint development of environmentally friendly tourism products and offers and development of cross-border infrastructure for eco-tourism (e.g. support for 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);
- development of cross-border tourist services and supporting facilities for active tourism (e.g. bicycle, water, hiking routes/trails);
- the planning and building safe and sustainable cross-border shared 'green ways' and infrastructure, trail service facilities like car parking, toilets, showers, bike wash, shelters, etc.



**Non-eligible activities within the frame of the present Call are:**

- Development of new or investments into already existing cultural houses
- Development of new or investments into already existing visitors centres
- Construction of new or investments into already existing sightseeing towers
- Preparation of studies
- Development of new or investments into already existing hotel and restaurant services and accommodation facilities
- Primary production, processing and marketing of agricultural products listed in Annex I to the Treaty,
- Fisheries and aquaculture,
- Road transport sector;

## Project duration

Beneficiaries shall set the necessary timeframe to implement each project. The maximum duration of the project is **16 months**. The project implementation may start right after the submission of the project proposals within this Call at own risk of the Beneficiaries.

## Sources of financing

Each Beneficiary can receive maximum 85% of 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, moreover according to the relevant national legislation. After the Beneficiary identifies his project regarding state aid rules, each Beneficiary has to choose the proper intensity of public resources according to the location and type of organisation<sup>6</sup>.

The contribution from public resources provided to all Beneficiaries is non-repayable grant. Funding will take the form of reimbursement to all Beneficiaries.

All beneficiaries are requested to demonstrate the availability of own contribution by own declaration. If own contribution or a part thereof are secured from the budget of a municipality, city or county a resolution of the respective decision making body must be attached to the application. The resolution must state the name of the project and the amount of allocated commitments.

### Projects not affected by state aid rule

#### HUNGARY

Type of beneficiary	Public resources (ERDF+SCF)	Community contribution (ERDF)	State co-financing (SCF)	Own contribution
Organizations according to national legislation <sup>7</sup>	100%	85%	15%	0%
Other organizations	95%	85%	10%	5%

#### SLOVAKIA

Type of beneficiary	Public resources (ERDF+SCF)	Community contribution (ERDF)	State co-financing (SCF)	Own contribution
State administration organizations	100%	85%	15%	0%
Other public administration organizations	95%	85%	10%	5%
NGOs/NPOs	95%	85%	10%	5%
Private sector out of state aid schemes	90 %	85%	5%	10%

<sup>6</sup> The intensity of the public contribution for Beneficiaries implementing state aid activities will be precisely set during the selection procedure of the project according to the State Aid assessment provided by the Managing authority.

<sup>7</sup> Please, consult Hungarian Government Decree No. 126/2016 (VI.7.) on the implementation of certain cross-border co-operation programmes financed under the European Regional Development Fund and the Instrument for Pre-accession Assistance in the 2014-2020 programming period

## Projects affected by state aid rule (De minimis aid)

### HUNGARY

Type of beneficiary	Public resources (ERDF+SCF)	Community contribution (ERDF)	State co-financing (SCF)	Own contribution
Organizations according to national legislation <sup>8</sup>	100%	85%	15%	0%
Other organizations	95%	85%	10%	5%
Micro and small sized enterprises	85%	85%	0%	15%
Medium sized enterprises	85%	85%	0%	15%

### SLOVAKIA

Type of beneficiary	Public resources (ERDF+SCF)	Community contribution (ERDF)	State co-financing (SCF)	Own contribution
State administration organizations	100%	85%	15%	0%
Other public administration organizations	95%	85%	10%	5%
NGOs/NPOs	95%	85%	10%	5%
Micro and small sized enterprises	85%	85%	0%	15%
Medium sized enterprises	85%	85%	0%	15%

## Financial allocation and budget size

The overall European Regional and Development Fund [ERDF] support for the projects approved within the Call is **10 000 000 EUR**. The Monitoring Committee reserves the right not to award all available funds.

Financial allocation of the project will be set based on the number of enterprises (SMEs) participating in the project. Beneficiaries shall note that planned expenditures must be directly related to project activities that are necessary for the fulfilment of project objectives.

The expected value of the Common output indicator - CO02 – Productive investment: Number of enterprises receiving grants – is in close relation with the amount of the total project budget. Each project proposal shall contribute to the fulfilment of the CO02 as follows:

Number of SMEs (CO02) included in project partnership	Maximum total budget of the project
1	220.000 €
2	440.000 €
3	660.000 €

<sup>8</sup> Please, consult Hungarian Government Decree No. 126/2016 (VI.7.) on the implementation of certain cross-border co-operation programmes financed under the European Regional Development Fund and the Instrument for Pre-accession Assistance in the 2014-2020 programming period



**Maximum budget proportion for the Management (coordination) and Communication activity of the Lead Beneficiary is 10% of the SME Beneficiaries` total project budget.**

**For the detailed rules to be met when planning the project budget please consult the Guide on eligible expenditures published as part of the Applicant`s package.**

## Expected results

As a result of the projects implemented within the PA, new, integrated tourist areas with own products and brand will be developed. Each project must serve the objective to increase the attractiveness of the border area and contribute to PA1 result indicator – “Total number of visitors in the region”. Furthermore, each project has to choose and contribute to at least one Common and Programme Specific Output Indicator from the following two categories that is the most relevant for the project:

CO01	Number of enterprises receiving support (pcs)
CO02 <sup>9</sup>	Number of enterprises receiving grants (pcs)
CO09	Sustainable tourism: Increase in expected number of visits to supported sites of cultural and natural heritage and attractions
CO23	Nature and biodiversity: Surface area of habitats supported in order to attain a better conservation status
O11	Length of reconstructed and newly built ‘green ways’

## Contribution to the Categories of Intervention

075. Development and promotion of tourism services in or for SMEs 5,000,000.00

077. Development and promotion of cultural and creative services in or for SMEs 5,000,000.00



**Each project proposal must contribute to fulfilment of the Common output indicator - CO02 – *Productive investment: Number of enterprises receiving grants*. The indicator is fulfilled if the project partnership involves at least one enterprise (SME).**

## Submission procedure

This Call is open-ended, therefore, the submitted Applications will be continuously assessed (on “first-submitted-first-assessed” basis). The start of assessment rounds will be on the four-weeks principle from the date of launching the Call.

<sup>9</sup> Obligatory for each project

The Call was launched on **6 April 2018**, therefore the following submission deadlines apply:

1. **4 May, 2018**
2. **1 June, 2018**
3. **29 June, 2018**
4. **27 July, 2018**
5. **24 August, 2018**
6. **etc. on the four-weeks submission principle**

The Call will be suspended once 125% of the Call's financial allocation was reached by submitted applications. The Managing Authority is entitled to lift the suspension in case of remaining amount after evaluation and selection process.

Applications are to be submitted electronically **through the Application Module of IMIS 2014-2020 Monitoring and Information System (hereinafter IMIS 2014 – 2020)** together with the obligatory annexes and other relevant documents. When start filling in the Application Form, please consult the User's Manual of the IMIS 2014-2020 Application Module available as part of the Applicant's package.

Obligatory annexes to the Application form and any other relevant supporting documents have to be scanned and uploaded to the IMIS 2014-2020 system. The original documents have to be retained by the Lead Beneficiary/Beneficiary at its premises. The documents might be a subject of a monitoring visit, or on-the-spot checks performed by any of the responsible bodies of the Programme.



The Application form has to be filled in English and submitted through IMIS 2014-2020. Applications submitted in another language will be considered ineligible. Supporting documents issued by relevant national authorities and technical documentation shall be submitted in Slovak or Hungarian.

Application form and annexes shall be submitted according to the instructions defined in the Applicant's Manual available as a part of the Application package. If relevant, Beneficiaries must use predefined templates available as a part of the Applicant's package.

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The scanned version of uploaded documents can be full-colour or black/white and should be saved and uploaded as a .pdf file (unless stated differently). Each uploaded scanned document must be filled in with correct data, openable, legible and must contain all pages and identifiable (legible) stamp and signature. The signature and date on the scanned and uploaded documents shall be legible when opening the given document.

In case the formal and eligibility compliance of a project proposal cannot be judged properly or if deficiencies are identified, the JS summons the LB via e-mail or registered postal letter to submit a completion of documents or any clarification requested from the JS within a given deadline. Completions can be made only one time during the formal and eligibility assessment process.



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As a last step before the electronic submission of the Application a Certification will be automatically generated by IMIS 2014-2020. **This certification shall be printed, signed (and stamped) by the legal representative/s of the Lead Beneficiary and uploaded back to the IMIS for final submission of Application.** It is an obligatory requirement to upload the signed (and stamped) Certification to IMIS 2014-2020 before submitting the Application.

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For detailed information please visit the Programme website or contact directly the Joint Secretariat or Info Points. Contact or queries can be made via the Programme's website ([www.skhu.eu](http://www.skhu.eu)).

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

The applicants, 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.