

**OUR UNION VALUES PROGRAMME
EUROPE SUPPORTS!**



YOUTH FOR VALUES



The Ökotárs Foundation, together with the Autonomia Foundation, the Carpathian Foundation-Hungary and the Hungarian Association for Community Development (hereinafter referred to as the "*Funding Agency*"), is launching a call for proposals for Hungarian NGOs working with young people, using European Union funds, to collect and disseminate ideas and good practices that help to protect and promote fundamental EU values and rights.

THE OVERALL OBJECTIVES OF THE OUR UNION VALUES PROGRAMME

In the Our Union Values Programme, the promoters of the programme want to support the development of cohesive communities in Hungary, where members actively help each other and participate in shaping their own lives and the affairs of their communities, thus contributing to the strengthening of the rule of law and democracy.

The aim of the programme is for the winning applicants to contribute, through the implementation of their ideas, to the respect, strengthening and promotion of our common European values of human dignity, freedom, democracy and equality (including gender equality), the rule of law and human rights (including minority rights).

The rights based on these values are detailed in 52 short articles in the EU's single, common document, the Charter of Fundamental Rights. The Charter is also the compass for the Our Union Values programme, as it is often through our rights that fundamental human values can be realised. Civil society actors in the country can therefore apply to the calls for proposals with projects related to (one or more of) the fundamental rights enshrined in the Charter, with activities that:

- protect those whose rights are being violated;
- develop the skills and competences people need to exercise their rights,
- create opportunities for everyone to live up to their rights;
- draw the attention of legislators and decision-makers to the risk of a violation of rights;
- raise awareness of how important these rights are in all our lives;
- contribute to what others are actively doing for them.

An infographic on the key points of the Charter of Fundamental Rights is available here: <https://kozsertekeink.hu/meltosag>

GOAL OF THE CALL FOR PROPOSALS

To present ideas, suggestions and sources of inspiration to domestic society that can be used by civil society organisations and communities to work more effectively in areas related to the overall objective of the programme. To this end, the programme supports **study visits by young activists, volunteers and members of civil society organisations (18-30 years old) who:**

- **individually or in teams of 2 in a minimum of 2 weeks and a maximum of 1 month;**
- **in one or more EU countries;**
- **explore "good practices", ideas, examples and projects related to the overall objectives above, which can be used at home to address problems and raise awareness of EU values and rights;**
- **actively and widely disseminate during and after the trip through blogs, videos, podcasts, social media, etc.**
- **share their experiences and good practices with civil society: they make videos of**



their trip, write a report on their return home and participate in the Our Union Values Programme events (see how to report for details).

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WHO CAN APPLY? - ELIGIBILITY CRITERIA

NGOs registered in Hungary, together with their young activists and volunteers. Organisations must **meet** the general conditions of the Our Union Values Programme (see below). **Young people** applying for a study visit **must meet the following conditions**:

- have a strong interest in (one or more) EU values and rights, and have previous experience and activity in this area;
- communicate confidently in English and/or in the language of the countries to be visited, and be able to write reports and conduct interviews;
- are open to the world and able to organise their own journeys;
- have experience in producing communication content and are able to confidently and effectively produce blog posts, videos, podcasts, social media content, etc. for their reporting;
- present their experiences independently in the national media and other forums.

NGOs applying for the competition must meet the following general conditions:

- they are not profit-making, i.e. they are not set up for personal profit (although they may have paid employees and engage in economic activities, they cannot share the results of these activities between their members and managers; their economic activities must not be primary, but must serve the mission and objectives of the organisation);
- their members have no financial interest in the results of the organisation's work or its economic activities, and the main purpose and activities of the organisation must not be solely to represent the economic or professional interests of its members;
- are organised on a voluntary basis, i.e. they are set up by individuals or groups of their own volition and usually have a voluntary element;
- are active in the public interest and in public life, for the well-being of particular groups or society as a whole, but do not seek political power;
- have some degree of organisational permanence, i.e. a defined purpose, regular activities and permanent members (as opposed to ad-hoc groups);
- operate in a democratic, transparent and non-violent way, with elected leaders accountable to the membership and supporters;
- are independent of local, regional and central government, public institutions, public bodies, political parties and for-profit organisations (their founders and senior officers must not include a majority of representatives of these bodies);
- have no public debt;
- respect, defend and promote the fundamental rights and values of the European Union (and make a declaration to this effect in their application).

They can apply according to their legal form:

1. actively operating **civil organisations, associations and trade unions** established under Act CLXXV of 2011 on the Right of Association, Public Benefit Status and the Functioning and Support of Civil Organisations (except political parties, chambers, public bodies, employers'

representative organisations, insurance associations and churches);

2. active **associations and foundations** (excluding trusts and public foundations) established under Act V of 2013, i.e. the Civil Code.

An organisation may submit one application under this call, but organisations funded under the training and action call of the Our Union Values programme may also apply, up to a **total of €60 000 in funding from the programme.**

WHAT WE OFFER - THE SIZE AND LENGTH OF PROJECTS

The maximum amount that can be awarded per project is **€5,000**, which is 100% of the total project cost, no co-financing is required. Expenditure should cover the preparation, implementation and communication of the study visit and the promotion of the good practices learned after returning home. Accordingly, the eligible costs are:

- the costs incurred by the applicant organisation in preparing and administering the study visit;
- travel, accommodation, meals, mission expenses, etc. related to the study visit;
- small equipment (e.g. microphone, camera) that may be needed for the study trip;
- costs related to the promotion and dissemination of good practices in the field of European values and rights (e.g. event organisation).

The maximum duration of projects is **eight months**, which includes a minimum of two weeks and a maximum of one month for travel (and stay), preparation and time to present and disseminate the experience. The final deadline for the closure of projects is 31 December 2024.

The total budget available for this call is €50 000.

HOW TO APPLY - THE PROCEDURE FOR SUBMITTING AN APPLICATION

The application can be submitted by the NGO hosting the young people by filling in the online form available [on the Our Union Values website](#) (after registering with a username and password), following the instructions given there. The application must include:

- the topic or topics (related to the above objectives) for which they plan to collect good practices and the justification for doing so;
- the country(ies), organisations and projects to be visited (at least preliminary ideas);
- plans for domestic distribution;
- the applicant organisation;
- the travelling young person(s) and a link to a powerful and convincing video (from a video-sharing portal) of up to 2 minutes about their plans and themselves.

The application must be accompanied by a CV and a covering letter from the young person(s) travelling. There are no other documents that must be submitted, but please note that the formal evaluation **may exclude organisations whose latest report is not uploaded** (in accordance with the legal requirements) to the register of NGOs on birosag.hu.

Please take care to understand the questions on the form and be concise and clear in your answers.



Avoid generalities, be to the point, and help the reader to understand what you are saying.

HOW LONG CAN YOU APPLY? - DEADLINE FOR APPLICATIONS

The deadline for submission of applications is 60 days from the date of publication, with a deadline of **18 December 2023. 2:00 PM.**

Questions can be sent via the messaging interface on the www.kozosertekeink.hu website and will be answered by the Helpdesk within 3 working days. All applicants are encouraged to **make use of the consultation facility and to read the information under FAQ (Frequently Asked Questions) on the programme website** before submitting their application. Finished applications should not be submitted to the intermediary for a preliminary reading and comment.

ELIGIBLE COSTS

All direct costs necessary and proportionate for the implementation of the project and incurred by the beneficiary organisation or its partners are eligible, as follows:

- are incurred during the implementation of the project (i.e. the costs are incurred and invoiced during the lifetime of the project);
- necessary to implement the project and included in the project budget submitted in the application and approved by the Evaluation Committee;
- costs that are identifiable and verifiable and are included in the accounting records of the beneficiary or its partners in accordance with the relevant legislation;
- reasonable, justified and consistent with sound financial management.

In view of the above, the following direct costs are eligible:

- the wage and benefit costs of the staff involved in the preparation and administration of the study visit (the total cost of employment, whether it is an employment contract, a contract for work on behalf of a contractor or an accountant);
- the mission, travel and per diem expenses of the participants in the study visit (specifying the purpose, mode and distance of the trip);
- hire or purchase equipment and supplies (new or second-hand) needed for the study trip;
- costs of services, including insurance, communication costs, events, printing and publication costs (with a brief description of the service and its content).

NON-DEDUCTIBLE COSTS

The following costs are not eligible:

- purchase of land, plots of land, real estate, construction of new buildings, purchase of a car;
- cost of overdraft, other cash flow costs;
- refundable taxes (including refundable VAT);
- leasing fees; foreign exchange losses;
- commissions and dividends, profit payments, write-off of losses and future receivables;

- payment of interest and interest on arrears;
- fines, penalties and legal costs (;
- items already financed from other sources;
- costs incurred before the grant decision;
- excessive and unnecessary spending.

FINANCIAL SCHEDULE

The earliest date from which projects may start to be implemented is the date of receipt of the notification of the grant decision, and costs may be charged from that date until the last day of the project (as specified in the grant agreement). No costs may be charged retroactively, either for activities incurred previously or for activities already carried out.

The grant contract will include the approved budget and the two instalments in euros. The Carpathian Foundation will transfer 90% of the grant as an advance payment within 10 working days after the signature of the contract, while the remaining up to 10% will be paid after the project closure and the submission and acceptance of the final report. The beneficiary organisation will receive the grant in euro to its HUF account, which will be automatically converted into HUF. The exchange rate used by the applicant's bank on the date of the transfer will be the rate used to settle the costs incurred in HUF. Exceptions to this rule are costs that can be justified in euro, which may be transferred to a euro account. The currency of the transfers and their breakdown will be specified in the grant contract. If certain costs are not incurred in euro or forint, the current monthly exchange rate of InfoEuro will be used for the conversion:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm).

WHAT ARE THE SELECTION CRITERIA?

1) Submitted applications will be formally pre-screened. During this process, staff from the intermediary organisations check that:

- whether the applicant organisation is eligible to apply under the call for proposals (compliance with the criteria of organisational form and independence, general operating principles);
- the applicant has only submitted one application in response to the call for applications;
- the duration of the application is within the limits (automatically checked by the online system);
- whether the amount of aid requested does not exceed the permitted amount (automatically checked by the online system);
- whether the applicant has filled in all the fields with the information requested in that field.

In cases of doubt, the applicant must answer clarifying questions or provide supporting documents to substantiate the information provided in the application. Clarification questions and requests for the necessary documents will be sent via the online system by the Carpathian Foundation to the e-mail address of the contact person (person responsible for implementation) indicated by the applicant in the organisational data. The deadline for replying (and/or sending the documents) is indicated in the e-mail: normally 5 working days are available. After sending, the relevant intermediary foundation will also contact the applicant by telephone.



If the applicant fails to reply by the deadline, the application will either be rejected or will continue to be processed without the requested information(s), depending on the nature of the deficiency, with the resulting disadvantages.

Applicants who have been disqualified due to **formal or legal (administrative) non-compliance of their** organisation or project may request a review of the decision via the online system within 10 days of receiving notification of this from the relevant intermediary foundation. This request will be forwarded by the contact person to the Evaluation Committee, which will make a recommendation to accept/reject the application. If accepted, the application will be returned to the evaluation process.

2) Applications that pass the formal screening will be independently scored on a scale of 0 to 3 (not at all suitable - slightly suitable - partly suitable - fully suitable) by three evaluators appointed by the intermediary organisation, according to the following criteria:

- Relevance: is the proposal and the topic it addresses in line with the general objective of the call, addressing a real societal problem?
- Methodology: how well developed are the study tour and dissemination plans, and can they be expected to effectively identify and disseminate good practices?
- Experience: do the applicant organisation and the young person(s) travelling have the capacity to effectively implement the plans and achieve the objectives set, based on their experience and background?
- Effectiveness and impact: will the results be useful and usable in the practice of the applicant and others during and after the project?
- Communication: will the planned dissemination be able to grab the attention of the target audience and reach new target groups?
- Innovation: how creative/innovative is the applicant's approach, how up-to-date are the methods used - in terms of the target group and the topic?
- Cost-effectiveness: is the planned budget and duration appropriate for the implementation of the project?

(Maximum points available: 21.)

Evaluators will also provide a written justification for their scores, listing the strengths and weaknesses of the proposal and recommending whether to support or reject the proposal. During the content evaluation, evaluators may request additional information about the project and the organisation through the online system. The questions will be sent by the Carpathian Foundation Programme Officer to the applicant by e-mail via the online system. The email will also indicate the deadline for response - normally 5 working days from the date of sending. Failure to reply will result in the application being assessed on the basis of the information available.

3) On the basis of the scores given by the evaluators, the Carpathian Foundation will rank the applications and, on the basis of the scores, recommend the funding of the application. This recommendation will be reviewed by the four-member Evaluation Committee (three members representing the intermediary organisations and one external communication expert). The short-listed young people will also be invited for a personal interview, after which the short-listed applicants will be selected. Where justified, the selection panel may impose conditions for the

implementation of the project.

The European Commission Representation in Hungary may attend the meetings of the Evaluation Committee as an observer.

The decision of the Selection Committee is final and **there is no right of appeal**. The grant decision will be published by the funding intermediary [on the Our Union Values Programme website](#) and the applicant will be informed of the outcome in writing (via the online system) within one working day. The notification will include the scores obtained by the application and, in the case of rejected applicants, the text of the reasons for the decision.

WHAT DO YOU NEED TO KNOW ABOUT CONTRACTING?

The beneficiary organisations will receive their contracts and a summary of the approved activities and budget as an annex via the online system. This must be printed in triplicate, signed digitally (PDF format) and returned by post within 30 days to the address of the signatory **Carpathian Foundation**. Within 10 working days thereafter, the Foundation will transfer 90% of the grant to the beneficiary's HUF account.

Mandatory annexes to the grant contract (which, in the case of an informal group, must be sent to the host organisation at the same time as the signed contract is returned):

- Annex 1: project summary, expected results and indicators, agreed budget (signed!);
- Annex 2: a court order not more than 30 days old certifying the registration of the organisation (which can be obtained from the competent county courts, also electronically);
- Attachment 3: A certificate issued by the National Tax and Customs Office not older than 30 days stating that the organisation has no public debt (the "zero" certificate issued by the territorially competent National Tax and Customs Office directorate can be replaced by the data from the taxpayer database free of public debt printed from the website of the National Tax and Customs Office);
- Annex 4: a simple copy of the articles of association or statutes;
- Annex 5: an immediate direct debit order issued by the organisation's bank, valid for all bank accounts of the organisation;
- Annex 6: a simple copy of the most recent public benefit report (and annexes) and proof that the organisation has submitted it to the court (confirmation or downloaded version from the register of NGOs);
- Annex 7: a declaration by the grantee that it undertakes to observe the highest ethical standards, to respect fundamental rights and values as recognised in the European Union (as referred to in Article 2 of the Treaty establishing the European Community, the Charter of Fundamental Rights and other relevant legislation) and to abstain from any intolerant or discriminatory conduct; Annexes 2 to 7 do not need to be submitted if the organisation has already submitted them in connection with another grant under the Our Union Values Programme.)

If necessary, before the project starts, the Carpathian Foundation will assist in finalising the travel and communication plan and in contacting the organisations and institutions that could be visited.

The grant agreement may be **amended** during the implementation of the project. Any significant



change in the general objectives of the grant, any change in the timetable exceeding 2 months, or any transfer of funds **between the main budget categories (cost lines) exceeding 20% or 1000 EUR must be** requested in written form by the beneficiary organisation to the Carpathian Foundation at least 15 days before the planned expenditure.

HOW ARE PROJECTS MONITORED?

Project-level monitoring covers three areas: professional, financial and technical. The purpose of the audit is:

1. collect data on the tasks carried out in the project, the objectives achieved (along the indicators);
2. professional and financial control;
3. professional and financial technical support.

The three functions complement each other. The information received is used to check whether the beneficiary is following the contract, but also to see whether he needs professional or technical assistance.

Beneficiaries can ask for help or ask questions to the Carpathian Foundation as a grant intermediary at any time during the implementation of the project.

HOW TO REPORT?

The beneficiary organisation must send a **final report** within 30 days of the end of the project, as specified in the contract.

The **reports** consist of a content and a financial part, which must be prepared online, only the reports submitted in this way will be accepted. The content of the report must cover the activities, results and impacts achieved, and must also explain any deviations from the plans. The report should be accompanied by tangible products and documents generated during the implementation of the project (e.g. publications, press releases, attendance sheets of events, etc.).

The financial part consists of a table listing the itemised costs. Before the final grant instalment is paid, the financial supporting documents and supporting documentation (in electronic format) for the items selected at random from the financial statements are requested for verification by the intermediary foundation. This check will cover 10% of the financial statements (including all types of costs), reserving the right to verify all financial data, if necessary, by the intermediary.

The intermediary foundation will check the reports within 20 working days of submission and may then ask clarifying questions and request additional documents (including copies of financial documents). You have 8 days (with an extension of 8 days if necessary) to complete the report.

In addition, the **young people supported are expected to blog regularly about their experiences during the trip and after the trip:**

- within 1 month of the trip, they must produce a minimum of 5 short films of 2-3 minutes maximum and one longer film (approximately 10 minutes), which will be published on the IMAGE website and other platforms;
- will have to write a summary report on their experience at the end of the programme, which will also be made public on the IMP website;
- and, as far as possible, participate in workshops and conferences planned under the OP to present their experiences in the supporting countries.

More details on reporting can be found in the reporting guide, which can be downloaded from the programme website.

WHO COORDINATES THE APPLICATION PROGRAMME AND HOW?

The conditions and procedures of the programme are governed by a contract between the European Union's European Education and Culture Executive Agency (EACEA) and the Ökotárs Foundation. The consortium is led by the Ökotárs Foundation; the Carpathian Foundation-Hungary is responsible for the implementation of this call for proposals.

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