

# CALL FOR PROPOSALS AND GUIDELINES

‘Europe supports!’

Our Union Values programme

Call for proposals

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Ökotárs – Hungarian Environmental Partnership Foundation, together with the Autonomia Foundation, Carpathian Foundation-Hungary and the Hungarian Association of Community Development (HACD)(hereinafter referred to as 'intermediary organisations'), is hereby launching an open call for applications, funded by the European Union, for Hungarian civil society organisations (CSOs) working to protect and promote EU fundamental rights and values, with the following conditions.

## 1 THE OVERALL GENERAL OBJECTIVES AND EXPECTED RESULTS OF THE CALL

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By supporting Hungarian civil society organisations, the Our Union Values Programme aims to help create cohesive communities in Hungary, where members are active, support 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 to support applicants that - by implementing their ideas -

- contribute to the respect, strengthening and promotion of the European values (human dignity, freedom, democracy and equality, including gender equality, the rule of law and human rights, including minority rights),
- involve, engage and encourage citizens to participate and take collective action,
- and, in doing so, also work to stabilise their own organisation and build their capacity.

Our common values are the basis of the EU's joint document, the Charter of Fundamental Rights, which sets out our EU rights in 52 short articles. The Charter is also the compass for the 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 with projects related to (one or more of) the fundamental rights in the Charter. The projects supported under this call should serve the following objectives:

- protect those whose rights are being violated
- develop people's skills and abilities to exercise their rights
- create opportunities for everyone to fulfil their rights
- raise awareness among legislators and decision-makers of the risk of a violation of rights
- raise awareness of the importance of these rights in all our lives
- contribute to getting others to take active action on their behalf.

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

This call is open to applications from civil society organisations (or consortia of civil society organisations) that are already carrying out or planning to carry out activities related to the above objectives. Under this call, the Union Values Programme supports specific projects and activities that

- make a measurable (verifiable) change in these areas (i.e. something will be different and better than before),
- and where this impact will be sustained after the project has ended, i.e. there will be a concrete afterlife of the work done.

(For more information, see the Outcome and Impact document available on the programme website!)

Preference will be given to applications which:

- the applicant shall involve the relevant social groups in the development and, in particular, the implementation of the programme,



- involve young people and/or disadvantaged social groups,
- be implemented in areas where the level of civic activity is generally low.

As part of the grant, applicants can also work on (further) developing their own organisational capacity in the course of their professional work. They should therefore describe in their application their needs, shortcomings and (self-)development ideas in this area, including organisational transparency, management, communication, fundraising and partnerships.

## 2 SIZE AND LENGTH OF THE SUPPORTED PROJECTS

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Maximum grant amounts up to € 20,000.

Applicants must provide a minimum 5% own contribution to the grant, which may be either voluntary work or a financial contribution (see chapter on financial rules).

The total budget available for this call is € 1 320 820, of which a total of 60 to 70 projects are expected to be supported.

The project budget must be prepared and submitted in HUF, but the grant contract will be concluded in EUR. The budget table to be filled in as part of the application form will automatically convert the amounts entered into euros, using the official [InforEuro](#) monthly exchange rate for the month preceding the submission of the proposal.

Please note that, due to possible exchange rate changes between the date of submitting the application and the date of concluding of the grant contract, it may be necessary to adjust or clarify the amounts when the final budget is approved (see section on financial rules).

**The maximum duration of supported projects is 18 months (there is no lower limit).**

## 3 SUBMISSION AND DEADLINE OF APPLICATIONS

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Applications for both categories can be submitted in a single stage, online by filling in the application form and budget table at the [Programme's website](#) (in Hungarian). Applications can be submitted up to 60 days from the date of publication.

The deadline for submission of applications is **2 p.m. on 5 April 2024**.

Projects can start on the day of publication of the grant decision (expected mid-June 2024). The final **deadline for closing projects is 30 June 2025** (no extension beyond this date will be possible).

All applicants are encouraged to contact the operating foundations with any questions or problems (contact details are at the end of this document), and to take **advantage of the online written and personal consultation** provided - after arranging an appointment with the staff - before submitting their application. (However, the operating foundations cannot be asked to read and comment on completed proposals in advance.)

#### 4 ELIGIBLE ORGANISATIONS

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The call is open to CSOs registered in Hungary (by the submission deadline) that meet the following criteria:

- 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 in 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 voluntary in nature, formed voluntarily by groups or individuals and usually involve an element of voluntary participation in the organisation.
- act in the public arena and for the public good on concerns and issues related to the well-being of people, groups or society as a whole, but not strive to gain political power.
- have some degree of formal or institutional existence, unlike ad hoc groups, involving formal statutes or other governing documents defining their mission, objectives and scope.
- are membership-based, with transparent structures and an elected chair / board, and are accountable to their members and donors
- are independent of local, regional and national government and other public authorities (in case of foundations, the majority of the above shall not be among of its founders); of political parties and commercial organisations (these bodies must not have a majority representation among their founders and/or senior management)
- have no outstanding public debt
- respect the fundamental rights and values on which the EU is founded (and make a declaration to this effect in their application.

Based on their legal form the following types of organisations are eligible:

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 of commerce, public bodies, employers' representative organisations, insurance associations and churches)
2. Actively operating associations and foundations (excluding trusts and public foundations) established under Act V of 2013, i.e. the Hungarian Civil Code.

**One organisation can only submit one proposal in this call as a lead applicant and may be a partner on one other application. One organisation may receive maximum 60,000 € total in all calls of the Our Union Values program.** (Organisations that reached this ceiling with the previous grants they received may not apply.)



## 5 PROJECTS IMPLEMENTED IN PARTNERSHIP (IN CONSORTIA)

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Applicant organisations may **carry out their proposed project alone or in a consortium with partner organisations or other collaborators**. The lead applicant may involve a maximum of two (2) partners that will be actively involved in the preparation and implementation of the project and therefore receive financial support on the basis of a cooperation agreement with the lead applicant. (Unlike subcontractors, who are contracted to carry out a specific task or project element.)

In all cases, the lead applicant is responsible for the technical and financial implementation of the project and the partners will receive support and report their expenditures through the lead applicant (partners are not subcontractors, so invoices issued by the partner to the applicant cannot be accepted, they must be in the name of either the lead or the partner).

**The partner organisations must meet the same eligibility criteria as the main applicant** (see above), except that they may be CSOs registered not only in Hungary but also in other Member States of the European Union (but even then the project must be implemented in Hungary). It is advisable to involve a foreign partner if it represents some added value, e.g. if it can provide new knowledge and methods to the domestic participants.

The lead applicant and its consortium partner(s) must conclude a cooperation agreement in the event of a successful proposal, which must be sent to the intermediary after the grant decision has been received and no later than the signature of the grant agreement (cooperation agreements will be annexed to the grant agreement). The cooperation agreement must set out the obligations and rights of the parties, as follows:

- the division of tasks and responsibilities between partners
- the financial agreement on the sharing of costs between the partners, in particular their share of the grant amount and the schedule of payments
- the conversion rules to be applied for the accounting and payment of expenditures
- the arrangements for reporting and monitoring by the partners
- an itemised and detailed budget
- the method of settling disputes and jurisdiction.

Partners may only report their own costs (invoices in their name), which must be included in the financial report submitted by the main applicant. The same restrictions apply to the costs that can be claimed by partners as to those of the main applicant.

In the implementation of the project the applicant may also cooperate with other organisations and institutions that do not meet the above conditions but these are not considered as consortium partners and are not eligible for funding and may only carry out tasks as subcontractors.

## 6 ELIGIBLE ACTIVITIES

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Applications may only be submitted in support of the following types of activities implemented in Hungary (in the application form it must be indicated to which area(s) the planned project actually relates to):

- local, regional, or national level awareness raising, **outreach and education on rights and values** under the EU Treaties and the Charter among the general public and key actors such as policy and law makers, legal professionals and the judiciary
- diverse communication and public information **campaigns** through social media (among others)
- building **coalitions and partnerships** among CSOs; coordination and strategic cooperation between CSOs and other stakeholders, public or private sector entities
- establishment, organisation and development of **civic platforms and dialogues** linked to EU rights and values themes
- provision of **free advice, watchdog and monitoring activities** on EU policies and rights and values under the EU Treaties and the Charter
- **promotion of the implementation of adopted laws, regulations and Court cases**
- **lobbying and advocacy** to influence policy and decision-making processes, including revision, updating, adoption of policies and legislation
- **research and analysis** aimed at informing the general public or enhancing public participation, and/or policy-making at EU and national level, development of tools and standards to support EU values
- provision of support **services to the specific (e.g. vulnerable) target groups**, such as victims support, organization of trainings, counselling, etc.
- **piloting adaptable, scalable models**, methods and interventions aiming at promoting and protecting EU rights and values on local, regional, national level.

## 7 NON-ELIGIBLE ACTIVITIES

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The programme does not support activities not listed above, in particular:

- political organisations or their candidates
- investments, land and property acquisition
- services outside the above areas and purely charitable activities
- (self-)governmental obligations and activities the performance of which is required by law
- mainly recreational and sporting activities
- religious activities
- general operating and equipment costs (except where this is an integral part of the project supported).

## 8 MEASURING THE RESULTS

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Projects should be designed in such a way that the achievement of objectives and results can be measured in concrete terms. Applicants should therefore define in their application specific **qualitative indicators that measure the progress of their project and the target value to be achieved**, and monitor their achievement in their reports. In addition, all applicants must report on the achievement of the following **quantitative indicators** (according to the nature of the project):

- number of publications and other information materials (websites, social media pages, etc.) and their numbers/reach





- number of events (workshops, trainings, etc.) and number of participants
- number of people involved in the activities of the supported organisation
- number of awareness-raising actions and campaigns carried out
- number of national and local policies, laws or regulations influenced
- number of beneficiaries (members of the general public and vulnerable groups) and other organisations to whom the grantee provides services (e.g. advice, training)
- the number of partnerships strengthened or built
- other quantitative results.

## 9 CAPACITY BUILDING SUPPORT

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In addition to the financial support, the intermediary organisation will also provide other means to help develop the knowledge, skills and capacity of applicants and beneficiaries. To this end, we plan to:

- 1) We will hold online information workshops on the call for proposals and CSO (self-)development and planning at least twice during the application period. These sessions are open to all interested free of charge. The dates and locations will be published on the programme website. Face-to-face (live) information workshops will be held in municipalities of over 10 000 inhabitants, at the invitation of local CSOs. These events must be organised by the initiating local organisation(s) or community and must be attended by at least 12 potential participants.
- 2) During the period of project implementation, the beneficiary organisations may participate in thematic trainings and regional networking workshops (approximately 4 per year). Participation in these events is recommended but not mandatory! In order to assess their needs, an organisational mirror will be prepared for each beneficiary organisation after the conclusion of the contract, which will help them to gain a clearer picture of the current situation of their organisation and organisational capacities. The organisational mirror is based on a questionnaire survey of organisations. In order to prepare it, beneficiaries must cooperate with the organisation responsible for compiling the mirror (Hungarian Association of Community Development (HACD)).

## 10 FINANCIAL RULES

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### 10.1 Eligible costs

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

- incurred during the implementation of the project (i.e., the costs are incurred and invoiced during the lifetime of the project)
- they are necessary for the implementation of the project and are included in the project budget submitted in the application and approved by the Selection Committee

- costs that are identifiable and verifiable and are included in the accounting records of the grantee or its partners in accordance with the relevant legislation
- are reasonable, justified and comply with the requirements of sound financial management
- comply with relevant legislation.

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

- the wage and benefit costs of the staff involved in the project (total cost of employment, whether it is an employment relationship, a mandate contract of agency or a contractor the basis invoicing);
- travel and subsistence expenses of project staff and other participants (e.g. volunteers, participants) (specifying the purpose, mode and distance of travel)
- rent or purchase of equipment and supplies (new or used) needed for the project
- costs of services, including communication costs, events, printing and publication costs, training and other services (with a brief description of the name and content of the service).

In addition to the direct project costs, other costs that are related to the general operation of the applicant and not directly related to the project (office rent, cleaning, maintenance, utilities, telephone, internet, accounting, etc.) are also eligible. Such indirect overheads may be claimed up to a maximum of 10% of the eligible direct project costs. Indirect costs need not be itemised, but must be included in the organisation's accounts in accordance with the accounting rules, in such a way that they do not include costs already included under another budget heading.

## 10.2 Non-eligible costs

The following costs are ineligible:

- purchase of land real estate
- construction of new buildings
- purchase of a motor vehicle
- cost of overdraft and other financial charges
- recoverable taxes (including recoverable VAT)
- leasing charges
- foreign exchange losses
- commissions and dividends, profit payments, write-off of losses and future receivables
- settlement of interest and late payment interest
- fines, penalties and litigation costs (except litigation costs incurred in the course of public interest litigation)
- items already financed from other sources
- costs incurred before the grant decision
- excessive and unnecessary expenditure.

## 10.3 Co-funding

The applicant organisation must provide a financial or voluntary contribution of 5% of the grant. For the calculation of the monetary value of the voluntary work, the Government Decree 350/2011, § 4 (5) shall be used as a basis. According to this, the value of 1 hour of voluntary work is 1/160th





of the actual - officially established - minimum wage. Deviations from this rule may only be justified in case of voluntary work requiring special skills and expertise and representing a high market value.

#### 10.4 Financial timeline

Projects can start at the earliest on the date of publishing the grant decision, and costs can be charged from that date. The final deadline for the closure of projects is 30 December 2025, and the start date and duration of projects should be set accordingly.

No costs may be charged retroactively, either for activities incurred previously or for activities already carried out.

The grant contract will specify the approved budget, the amount of the grant and the payment instalments in EUR. The grant will be paid to the lead grantee's HUF account in EUR, which will be automatically converted into forint. The actual exchange rate used by the applicant's bank on the date of the transfer will be the rate used to account for the costs incurred in HUF.

If the grant is paid in more than one instalment, the bank conversion rate used to convert the costs incurred in the actual reporting period will be the rate of the last instalment. The exchange rate risk between the transfer of each instalment shall be borne by the grantee organisation. In exceptional cases, where some of the costs of the project are incurred in EUR, the applicant may request payment of part of the grant in EUR. This must be specified in the grant agreement. If certain costs are incurred in a currency other than HUF and not in EUR, the [InforEuro exchange rate](#) will be used.

### 11 HOW TO APPLY?

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Applications can be submitted via the online application platform at [kozosertekeink.okotars.hu](http://kozosertekeink.okotars.hu), after registering by entering the name and e-mail address of the organisation and filling in the **online application form**, following the instructions also available there. There are no other documents that must be submitted. Please note, however, that during the formal screening, **the intermediary may exclude organisations whose latest report has not been uploaded (in accordance with the legal requirements) to the official register of CSOs on [birosag.hu](http://birosag.hu).**

Please pay attention to the interpretation of the questions in the form and be concise and clear in your answers. Avoid general phrases, be to the point and help us to understand what you have to say. If you have any technical problems using the application platform, please do not hesitate to contact the staff of the operating foundations (see below).

### 12 WHAT ARE THE SELECTION CRITERIA?

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Submitted applications will undergo a formal pre-screening process. During this process, staff from the intermediary foundations check:

- the eligibility of the applicant organisation and consortium partner(s) to apply under the call for proposals (compliance with the criteria of organisational form and independence, general operating principles, date of registration, number of years of operation)
- the applicant has submitted only one application in response to the call for proposals
- whether the duration of the application is within the specified limits (automatically checked by the online system)
- the amount of funding requested does not exceed the permitted amount (automatically checked by the online system)
- the applicant has filled in all the fields with the information requested in the relevant 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 supporting documents will be sent by e-mail by the intermediary contact person via the online system to the e-mail address of the contact person (person responsible for implementation) indicated by the applicant in the organisational details. The deadline for replying (and/or sending the documents) is indicated in the e-mail: normally 5 working days are available. After sending the e-mail, the implementing foundation will contact the applicant by telephone.

If the applicant fails to respond 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 the applicant organisation or the project may request a review of the decision via the online system within 10 days of receiving notification of the disqualification from the intermediary. This request will be forwarded by the contact person to the Selection Committee, which will recommend the acceptance/rejection of the application. If accepted, the application will be returned to the evaluation process.

Applications that pass the formal screening will be scored and evaluated by two evaluators invited by the intermediary foundations on a scale of 0 to 3 (not at all suitable - slightly suitable - partly suitable - fully suitable) on the following criteria:

- 1) **Relevance:** does the proposed project meet the objectives of the programme and the call for proposals, do the expected results meet the real needs of the target group? - weighting: 15%.
- 2) **Methodology:** is the proposed methods, including partnership, suitable to achieve the desired change (already during project implementation)? Did or does the applicant involve project stakeholders in the development and implementation of the plans? - weighting: 10%
- 3) **Coherence:** between the objectives, activities, results, impacts and cost requirements - are the proposed activities coherent, necessary and relevant to achieve the project's objectives and results? - weighting: 15%
- 4) **Experience:** is the applicant organisation's experience and background sufficient to implement the proposed project successfully (including how its prior work related to the protection and promotion of EU values)? - weighting: 5%



- 5) **Effectiveness, impact and communication:** are the results useful and applicable during and after the project? Does the applicant have a strategy to present and communicate the results? - weighting: 15%
- 6) **Sustainability:** are there plans to maintain and disseminate the grantee, its activities and results after the end of the project? - weighting: 5%
- 7) **Capacity to innovate:** are there innovative elements in the proposed project or a step forward from the existing routines? - weighting: 5%
- 8) **Capacity development potential:** does the proposal clearly addresses for the development of the applicant, its partners and other stakeholders? Is the applicant aware of its weaknesses and shortcomings? - weighting: 15%
- 9) **Cost-effectiveness:** is the proposed budget realistic and justified by activities? - weighting: 15%

#### Applications

- in which the applicant involves the social groups concerned in its development and, in particular, in its implementation,
  - that involve young people and/or disadvantaged social groups,
  - that are implemented in areas where the level of civic activity is generally low
- may be awarded up to 3 additional points in total (Total points available: 27+3 points).

Relevance, Experience and Cost-effectiveness are exclusion criteria, i.e. if a proposal scores 0 points (failed) from both evaluators, it is automatically rejected. The ranking of projects will be based on the arithmetic mean of the scores. The evaluators will also provide a written justification for their scores, listing the strengths and weaknesses of the proposal.

If there is a difference of more than 30% between the higher of the two evaluators' scores, and both evaluators gave the application a score higher than 10, the intermediary foundations will invite a third expert to evaluate the proposal. In such cases, the average of the two scores that are closer together will be the final score of the proposal.

During the evaluation process, the independent **evaluators may ask additional questions via the online system**, which will be forwarded to the applicant organisation by the intermediary contact person with a deadline for reply, or clarified with the applicant during a site visit (pre-monitoring). Failure to reply will result in the application being assessed on the basis of incomplete information!

Based on the average of the scores given by the independent evaluators, the intermediary foundations establish a ranking order of applications and determine the threshold score above which they recommend funding. The decision is taken by a Selection Committee, composed of the directors of the intermediary foundations and an external expert. The Committee will review and approve the ranking of applications and the threshold score based on the evaluators' scores and may modify it if justified (e.g. in the light of new information). In order to ensure transparency, the European Commission Representation in Hungary will be invited to attend the Committee meetings as observers.

The Committee will also listen to any additions, more detailed technical opinions and views of the evaluators in the context of each application, as appropriate. On the basis of the evaluators' opinion, the committee may also impose additional conditions or decide to delete certain elements (and associated costs) of the proposal.

The decision of the Selection Committee is final and there is no right of appeal. The operating foundations will publish the grant decision on [kozosertekeink.okotars.hu](http://kozosertekeink.okotars.hu) after it has been taken (latest the following day) and will notify the result in writing to all applicants within 15 working days via the online system, using the contact details provided by the organisation. The notification will include the scores of the application and, in the case of unsuccessful applicants, the justification of the reasons for rejection.

### **13 WHAT DO YOU NEED TO KNOW ABOUT CONTRACTING?**

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Projects can start at the earliest on the date of publishing the grant decision, which is expected to be in mid-June 2024, and costs can be claimed from that date (however, if the grant agreement is not signed for any reason, the costs incurred will be the responsibility of the organisation).

Grantees will receive their grant agreement and a summary of approved activities and budget as an annex via the online system. These must be printed in triplicate and signed and be sent both electronically (PDF format) and in hard copy via post within 30 days to the designated contact foundation, which will after verification forward it to the Ökotárs Foundation. The Foundation will then transfer the corresponding amount to the grantee.

Mandatory annexes to the grant agreement (to be sent at the same time as the signed contract is returned):

- Annex 1: project summary, expected results and indicators, agreed budget (signed!) original copy posted and sent electronically
- Annex 2: a court certificate not older than 30 days of the registration of the organisation (which can be obtained from the competent county courts, also electronically) sent electronically
- Attachment 3: a certificate from the tax authority (NAV), not older than 30 days, stating that the organisation has no public debts (the "zero" certificate issued by the competent regional NAV directorate; this can be replaced if the grantee is listed in the database of 'positive' taxpayers free of public debts printed from the NAV website) sent electronically
- Annex 4: a simple copy of the articles of association or statutes sent electronically
- Annex 5: an immediate direct debit order issued by the grantee's bank, valid for all bank accounts of the organisation original copy posted and sent electronically
- Annex 6: a simple copy of the latest annual report (and annexes) sent electronically
- Annex 7: a declaration by the grantee that it undertakes to observe the highest ethical standards, respect the fundamental rights and values on which the EU is founded (Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and other applicable laws) and that it refrains from any action of discrimination or intolerance sent electronically
- Annex 8: for organisations implementing their project in partnership, the Cooperation Agreement between the beneficiary (lead applicant) and the partner(s), sent electronically. In case of a foreign partner, the Cooperation Agreement must be submitted in English.



Grantees implementing their project in partnership, a Cooperation Agreement between the grantee (lead applicant) and the partner(s). In case of a foreign partner, the Cooperation Agreement must be submitted in English.

The Selection Committee may require additional annexes to be submitted in individual cases in the grant decision.

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 EUR 1000 must be requested in writing by the grantee from the designated managing foundation at least 15 days before** the planned expenditure.

#### 14 WHAT IS THE PAYMENT SCHEDULE?

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After the contract is signed, the **Ökotárs Foundation** will transfer 40% of the approved grant to the grantee's HUF account. Ökotárs Foundation will pay up to 50% of the grant after the mid-term report, and up to 10% after the final report has been checked and approved. (If the beneficiary has not used at least 80% of the advance payment by the time the mid-term report is submitted, the interim payment will be made later.)

In justified cases, if a higher amount is demonstrably needed to implement the project in a given period, the initial or interim transfer amount may be adjusted to the needs up to 90% of the total budget.

A model grant agreement can be downloaded from [kozosertekeink.okotars.hu](http://kozosertekeink.okotars.hu).

#### 15 HOW ARE THE RUNNING/UNDER IMPLEMENTATION PROJECTS MONITORED?

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

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

The three functions are complementary. The information received is used to check whether the beneficiary is following the contract, but also to see whether it needs professional or technical assistance.

Grantees can ask for help or questions from the designated intermediary foundation contact at any time during the implementation of the project.

#### 16 HOW TO REPORT ON THE GRANT?

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As the project is implemented, grantees organisations must submit

- a **progress report** at least every six months
- a **final report** within 30 days of the end of the project, as specified in their grant agreement.

Reporting periods and deadlines will be specified in the grant agreement. Grantees will receive an automatic notification from the online system 15 days before the reporting deadline.

The reports will consist of a **substantive and a financial part**, which will be prepared in the online system (only reports submitted in this way will be accepted). The substantive report must cover activities, results, impacts achieved and justification of deviations from 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 section consists of a table listing details of itemised costs. Prior to the payment of interim and final grant instalments, the officers of the designated intermediary foundation will request (in electronic form) the submission of financial supporting documents and statements for the items selected at random from the financial table for verification. This check covers 10% of the expenditure items (including all types of costs), with the right to verify all financial data, if necessary, by the managing foundation.

The designated intermediary foundation will check the reports within 20 working days of submission, after which they may ask clarifying questions and request additional documents (including copies of financial documents). Grantees will have 8 days to rectify any omissions (with the possibility of an extension of 8 days if necessary).

**For more information on reporting, see the reporting guidelines.**

## **17 WHO COORDINATES THE PROGRAMME AND HOW?**

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The conditions and procedures of the programme are governed by a contract concluded with the European Union's European Education and Culture Executive Agency (EACEA). The consortium is led by Ökotárs Foundation, which concludes the grant agreements and transfers the payments. For questions and clarification on applications and grants, please contact the three foundation members of the intermediary consortium, and for capacity building, please contact the Hungarian Association of Community Development.

**During the application period, questions may be submitted via the contact form of the [kozosertekeink.okotars.hu](http://kozosertekeink.okotars.hu) webpage, which will be replied to within 3 working days either via e-mail or telephone (on the number indicated in the query)!**

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