



Call for proposals

EEA Financial Mechanism 2009-2014

Scholarship Programme (HU08)

Preparatory Visits action



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1. Aim of the Scholarship Programme

The aim of the Programme is to support international co-operations, transnational partnerships and implement mutual mobility projects in order to enhance the Hungarian participation in the Lisbon / Copenhagen / Bologna processes and to contribute to the establishment of long lasting institutional co-operations between Hungarian and Donor States institutions. In the framework of the programme, school education, higher education institutions and institutions involved in vocational training may apply for learning, teacher, staff mobility and for project based, higher education related international cooperation.

The Scholarship Programme is expected to contribute at least to 275 student mobility, 370 teacher and staff mobility and 16 project based cooperation between the institutions of Hungary and donor countries.

The coordinator of the Scholarship Programme in Hungary is Tempus Public Foundation (hereinafter: TPF). TPF, that is responsible for the overall implementation of the Scholarship Programme in Hungary, including information service for the project promoters, guidance in the project planning and writing phase, management of the applications and supervising the implementation of the approved projects, acts as Programme Operator.

2. Amount of programme grant

3 152 562 euros¹ can be used in the whole duration of the Scholarship Programme in the actions listed below. With the present call approximately 44 562 euros² can be awarded to support Preparatory Visits.

The Scholarship Programme is financed by the EEA Financial Mechanism and the Hungarian state budget.

¹ The availability of these funds is contingent upon the signature of the Programme Agreement agreed between the Financial Mechanism Committee and the National Focal Point. The Programme Operator does not take any responsibility and does not make a commitment for making available the funds, in case for any reason the conclusion of the above Agreement would fail. Once the Programme Agreement is signed, the Programme Operator will release this waiver of responsibility.

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3. Eligible Activities

Present call addresses the preparatory visits action of the Scholarship programme. However, we list all the other actions of the programme below, for each of which a separate call will be launched at a later date, so as institutions be able to plan their future co-operations during the preparatory visit.

Preparatory visits may precede the following actions:

- Mobility projects in higher education
 - Student mobility, placement for students, summer university participation
 - Teacher, staff mobility
- Teacher and staff mobility projects in other educational institutions / education related institutions
- Inter-institutional cooperation projects between higher education institutions
 - Intensive Programmes
 - Partnerships
 - Cooperation projects between higher education institutions and enterprises

4. Eligibility conditions

Institutions active in any level of the field of education in Hungary and in the Donor States (Norway, Iceland, Liechtenstein) are eligible to apply in the framework of the preparatory visit action of the Scholarship Programme.

4.1 Who may apply in the Preparatory visits action

- School education institutions;
- Institutions and bodies involved in vocational education and training
- Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations;
- Higher education institutions;
- Other bodies involved in education and training (e.g. non-profit organisations, NGOs, foundations, associations, local, regional, national bodies, public and private institutions)
- Bodies providing guidance, counselling and information services relating to any aspect of education and training;
- Bodies responsible for systems and policies concerning any aspect of education or training;
- Research centres;
- Social partners and other representatives of working life, including chambers of commerce and other trade organisations;

- Non-profit organisations, voluntary bodies, NGOs responsible for the organisation and delivery of education and training at local, regional and national levels
- Enterprises related to the field of education. Enterprises are eligible:
 - If operating for more than 2 fiscal years (excluding years of operation as preliminary company)
 - If not subject to bankruptcy or liquidation proceedings

Enterprises can receive funding as de minimis aid (see 2.6 Guide for Applicants).

5. Deadlines

Submission of preparatory visits proposals is continuous till the exhaustion of the budget earmarked for this activity, the following table shows the deadlines and the preliminary deadlines in 2014.

Deadline for preliminary eligibility check (date of receipt)	Submission deadline (date of receipt and date of postal stamp)	Expected date of notification on result	Earliest proposed date of starting the mobility activity
December 20, 2013	January 3, 2014	January 24, 2014	February 1, 2014
March 10, 2014	March 24, 2014.	May 5, 2014	May 19, 2014
April 7, 2014	April 21, 2014	June 2, 2014	June 16, 2014
September 15, 2014	September 29, 2014	November 3, 2014	November 17, 2014
November 3, 2014	November 17, 2014	January 5, 2015	January 19, 2015

Proposals submitted before the deadline for the dates below (Deadline for preliminary eligibility check) will be checked against the administrative and eligibility criteria and those proposals that do not meet the criteria will be notified by e-mail before the actual deadline to be able to correct the proposal in time. It is not possible to modify or correct the proposals after the deadlines. Preliminary eligibility check is not compulsory.

Deadlines for online submission are the same as deadlines for postal submission (date of postal stamp). If an application fails to meet the deadline it will be automatically rejected.

The following deadlines for the other 3 actions of the programme are for information only (specifications might be a subject to change), so as institutions are able to plan the timing of their future proposal during the preparatory visit.

- Mobility projects in higher education: in the framework of this action outgoing mobility from Hungary to donor countries and incoming mobility to Hungary can be awarded, too:
 - Deadline for submission: 24 March 2014
 - Deadline for preliminary eligibility check: 10 March 2014
- Teacher and staff mobility projects in other educational institutions / education related institutions:
 - Deadline for submission: 24 March 2014
 - Deadline for preliminary eligibility check: 10 March 2014
- Inter-institutional cooperation projects between higher education institutions:
 - Deadline for submission: 24 March 2014
 - Deadline for preliminary eligibility check: 10 March 2014

6. Submission of project proposals

Project proposals and annexes must be submitted before the deadline via the online submission database using the adequate application form in Hungarian or in English. The form and its annexes (official declaration of the applicant, letter of intent, declaration on avoidance of co-financing, declaration of transparency – only for Hungarian applicants –, *de minimis* declaration) are available at <https://nora.norvegialap.hu/> (see Guide for Applicants).

After online submission – but not for eligibility check – the official declaration of the applicant (see Guide for Applicants) must be signed and sent as registered mail the latest by 23:59 on the day of the deadline to **TPF's address**:

1438 Budapest 70., Pf. 508.

7. Timetable

- For deadline of submission see above (point 5. Deadlines).
- Notification of the applicants and earliest starting date of selected projects: please see above at Deadlines.

8. Procedure for the assessment and selection of proposals

8.1 Assessment

Each grant application will be assessed by two colleagues of Tempus Public Foundation (TPF). They will undertake an assessment on the basis of a pre-determined scoring system (see Practical information on Preparatory visits action). If the application does not meet all the listed criteria, it will be automatically rejected and no further assessment will be carried out. If the application meets the administrative and eligibility requirements, two proficient colleagues of TPF will assess it based on assessment criteria (see Practical information on Preparatory visits action). The final score of a grant application is the average of the scores given by the two evaluators. If the difference between the overall points given by the evaluators exceeds the 30% of the higher score, then a third evaluator will be involved. In this case those two scores that are closer to each other will be taken into consideration to get the average score. Based on the assessment, TPF establishes a ranking list of the grant applications, differentiating between applications proposed for approval, rejection and reserve list. The ranking list will include the grant amounts foreseen for those applications proposed for approval or reserve list. The reserve list of applicants may be used to award further grants in case funds become available following withdrawal of approved projects or following an increase in the programme budget.

8.2 Final grant award decision

The Board of Trustees of Tempus Public Foundation is the body in charge of taking the final grant award decision. Each applicant will be notified in writing within 5 working days of decision making.

It is not possible to redress the decision of the Board of Trustees of Tempus Public Foundation, however, if the applicant feels that his/her institutions application was mistreated in any way a complaint must be lodged to TPF on the address above. According to TPF's regulation on complaint procedure, submitted communications are examined and answered in writing within 30 days.

9. Practical information on Preparatory visits action

Eligible activities	Mobility of staff in eligible institutions in order to establish and possibly further develop the cooperation between institutions with a view to future cooperation, specifically the submission of an application for one or several of the actions covered by the fund. A preparatory visit may take place as a purely bilateral cooperation between two institutions' staff, or as a meeting between several institutions. The purpose of the visit should be described clearly and be directed at another action in the EEA Programme. Maximum two persons can be awarded to visit a partner institution if the tasks of the two persons are different and described clearly.
Place of Preparatory visits	Hungary or any of the donor countries (Norway, Iceland, Liechtenstein)
Duration of Preparatory visits	The awarded programme should last for minimum 2 days, maximum 5 days
Grant	- Grant rate: 1000 euro/visit/person

	<p>- Type of financing: lump sum</p> <p>There is no compulsory self-contribution, however, the grant does not necessarily cover all the costs.</p> <p>An application may be awarded 1000 euro or maximum 2000 euro. Any remaining costs of the project shall be provided by the beneficiary. 80 % of the grant is paid in conjunction with the signing of the grant contract, while the remaining amount (up to 100%) is paid based on an approved report. All payments are made to the institution and not to individual persons.</p>
Eligibility of costs	<p>All activities can start after the decision made by the TPF's Board of Trustees on the proposal, but before the submission of the corresponding project application.</p> <p>Applications for preparatory visits are not eligible once the corresponding project application has been submitted.</p>
Eligibility criteria	<ul style="list-style-type: none"> • The grant application has been submitted using the correct application form. • The grant application is completed in full. • The application was submitted by the deadline both online and via post (date of postal stamp). • The application submitted online includes all the necessary attachments (letter of intent and partnership agreement, declaration on avoidance of co-financing, declaration of transparency – only for Hungarian applicants –, <i>de minimis</i> declaration if applicable), the official declaration of the applicant is sent via post. • The applicant institution is eligible for funding. • The applicant and the host organisation(s) are located in countries participating in the Programme. (Institutions located in Hungary, Norway, Iceland, Liechtenstein). • The host institution is located either in Hungary or in any of the donor countries. • The grant application has been drawn up in either Hungarian or English. • Special criteria for enterprises: the application submitted electronically should also include the filled in and signed “<i>De minimis</i> declaration”) <p>Only proposals that meet the administrative and eligibility criteria shall be sent to evaluation.</p>
Criteria for quality assessment	<ul style="list-style-type: none"> • The future cooperation idea to be developed during the preparatory visit is presented clearly. Reference is made to the type of the future project/partnership/network/, its theme, main aims and possible partner countries. (15 points) • There is a clear planning of the activities to be developed during the preparatory visit. (15 points) • The duration of the visit is sufficient to accomplish the proposed

	<p>activities. (10 points)</p> <ul style="list-style-type: none"> • The activities proposed are realistic, reasonable and may contribute to draft the future project/partnership given the time frame of the visit. (15 points) • The qualifications and the professional background of the participant(s) are relevant for drafting the proposed project. (10 points) • In case of two staff persons from the same organisation, the role and responsibilities of the second person are relevant for drafting the proposed project.(if this criteria is not met, the application might be awarded but only one for one person)
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10. Partner search

Finding a suitable partner is the responsibility of the applicants. To find a partner in Norway, Iceland or Liechtenstein, see: [SIUs partner search](#).

Partner search requests can be sent to TPF directly (egtosztondijalap@tpf.hu) to be passed on to potential partner institutions via channels of TPF.

11. Practical information

- Information on the Programme and the all documents necessary for application can be downloaded from the
 - website of Tempus Public Foundation: www.tka.hu
 - website of the Implementing Agency in Hungary: www.norvegalap.hu, www.egtalap.hu

In case of any alternations, the documents available at www.tka.hu shall prevail.

- The *Guide for Applicants* and the *sample Grant Agreement* are annexes of this call. These documents can also be downloaded from the above websites.
- Present call refers to and is in accordance with the following regulations:
 - Regulation on the implementation of the European Economic Area Financial Mechanism 2009-2014;
 - Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2009-2014 between the Republic of Hungary and Iceland, The Principality of Liechtenstein, The Kingdom of Norway(in Hungarian: 235/2011. (XI. 15.) Korm. rendelet egyrészről Izland, a Liechtensteini Hercegség, a Norvég Királyság, és másrészről a Magyar Köztársaság között az

EGT Finanszírozási Mechanizmus 2009-2014-es időszakának végrehajtásáról szóló együttműködési megállapodás kihirdetéséről);

- Guidelines issued by the Donor States with special attention to the Guidelines for Programmes under EEA Programme Area Scholarships and Norway Grants Programme Area Bilateral Scholarship Programme EEA and Norwegian Financial Mechanism www.eeagrants.org,
- The Hungarian regulation on the implementation: 326/2012. (XI. 16.) Korm. rendelet az EGT Finanszírozási Mechanizmus és a Norvég Finanszírozási Mechanizmus 2009-2014-es időszakának végrehajtási rendjéről
- the following Hungarian regulations:
 - 2011. évi CVIII. törvény a közbeszerzésekről
 - 2011. évi CXCV. törvény az államháztartásról
 - 368/2011. (XII. 31.) Korm. rendelet az államháztartásról szóló törvény végrehajtásáról
 - az európai uniós versenyjogi értelemben vett állami támogatásokkal kapcsolatos eljárásról és a regionális támogatási térképről szóló 37/2011. (III. 22.) Korm. rendelet

- Data protection Notice

The management of applications includes the management of personal data. Data management process complies with

- Hungarian law (2011. évi CXII. Törvény)

- Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

By submitting the application form the applicant agrees that the Programme Operator manages the provided data (including personal data). Personal data is processed solely in connection with the implementation and monitoring of the agreements of EEA Financial Mechanisms HU08 Scholarship Programme for the following purposes:

- Application form: Checking if the grant application meets the criteria listed in the call for proposals

- Report: Statistic and financial monitoring of the project

- Use of data in applications and reports is necessary for the Programme Operator to fulfil its reporting and disclosure obligations towards National Focal Point and donor bodies or in case of an audit conducted by external agencies Programme Operator should give insight into these documents/data

- Outcomes: dissemination, assessment and research

On the applicant's request, personal data may be corrected or completed if they are inaccurate or incorrect. Any question relating to these data, should be addressed to Tempus Public

Foundation. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at anytime.

- Special criteria for enterprises

In case a beneficiary receives funding for business objectives (including if one of its employee participating in a training) within the framework of EEA Grants, the funding is to be considered as de minimis aid, that can only be granted pursuant to 1998/2006/EC Commission Regulation of 15 December 2006 (HL L 379. 28.12.2006. p.5.) on the application of Articles 87 and 88 of the Treaty to “de minimis” aid.

The granted de minimis aid from any source – in three fiscal years’ time – for an enterprise cannot exceed the HUF amount equalling EUR 200,000 or, in the case of the road transportation sector, EUR 100,000.

When granting new de minimis aid, the total amount granted in the current and the two preceding fiscal years must be taken into consideration.

De minimis aid may be granted to enterprises of all sectors with the exception of:

- a) enterprises active in fishery or aquaculture related activities receiving aid pursuant to 104/2000/EC Commission Regulation;
- b) enterprises with the primary production of agricultural products listed in Annex I to the Treaty receiving aid;
- c) enterprises active in coal sector receiving aid pursuant to 787/2010/EC Regulation;
- d) enterprises in difficulty receiving aid.

De minimis aid cannot be cumulated with state aid in respect of the same eligible costs if the cumulated amount exceeds the amount of aid intensity specified in the Commission’s Regulation 800/2008/EC (General block exemption Regulation) or in the European Commission’s acceptance decision. The beneficiary must keep records related to the funding for 10 years and required to present them if asked. Information on de minimis aid funding must be provided within 20 working days if requested by the European Commission.

12. Payment Flows

For *Preparatory visits* action payment will be made as an advance payment of up to 80% of the project grant, the remaining balance (max. 20%) will be paid upon approval of the final report.

For further information please do not hesitate to contact the colleagues of Tempus Public Foundation.

Please send your enquiries to

info@tpf.hu or

egtalaposztondij@tpf.hu

Telephone: + 36 1 237 1320
