

**PRACTICAL INFORMATION**  
**about the**  
**first Call for Proposals**  
**of the**  
**Hungary-Croatia IPA**  
**Cross-Border Co-operation**  
**Programme**



# 1st Call for Proposals

<b>„Classic” Call for Proposals (for Actions 1.1.1, 1.1.2, 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.2.1, 2.2.2, 2.2.3)</b>	<b>Specific Call for Proposals (for Action 1.2.1 Elaboration of Regional Tourism Product Plan)</b>
•Content of the application package	
•Submission criteria	
•Submission technicalities	



# Content of the application package 1.

„Classic” Call for Proposals	Specific Call for Proposals
<p>•Call for Proposals,</p>	
<ul style="list-style-type: none"> <li>•Guidelines for Applicants,</li>   <li>•Application Form (Excel file),</li> <li>•Guidelines for filling in the Application Form,</li> </ul>	<ul style="list-style-type: none"> <li>•Specific Guidelines for Applicants,</li> <li>•Technical Specification for the Call for Proposal for the Regional Tourism Product Plan</li> <li>•Application Form (Excel file),</li> <li>•Guidelines for filling in the Application Form,</li> </ul>



# Content of the application package 2.

„Classic” Call for Proposals	Specific Call for Proposals
<p style="text-align: center;"><b>•Declarations:</b></p> <ul style="list-style-type: none"> <li>– Declaration of the Lead Beneficiary,</li> <li>– Declaration of the Project Partner,</li> <li>– Partnership Statement,</li> <li>– Declaration on the availability of own contribution,</li> <li>– Declaration on Value Added Tax (only relevant in Hungary),</li> <li>– <u>+ Declaration on usage rights (only for specific CfP)</u></li> </ul>	
<ul style="list-style-type: none"> <li>•Checklist,</li> <li>•Evaluation grids for the application,</li> </ul>	<ul style="list-style-type: none"> <li>•Checklist,</li> <li>•Evaluation grids for the application,</li> </ul>
<ul style="list-style-type: none"> <li>•State aid rules per Activities,</li> <li>•Draft Subsidy Contract: for information purposes only,</li> <li>•Model Partnership Agreement: for information purposes only.</li> </ul>	



# Application process

**Submission of the application  
(submission criteria)**



**Formal assessment**



**Eligibility assessment**



**Technical assessment**



**Decision**



# Submission criteria 1.

**Lead Beneficiary bears the responsibility for the completeness and content of the application!**

**Read the guidelines carefully and use the checklist!**

**Content of the application pack: printed documentation + electronic device**

- **Application Form (printed + electronic),**
- **Checklist (printed + electronic),**
- **Declarations (printed, signed, stamped),**
- **Documents to be submitted (printed, some of them in electronic form too)**

**One package, the envelop sealed and properly marked!**



# Submission criteria 2.

## Submission criteria to be observed – if not, automatic rejection

- The application was **received in due time**.
- The whole Application Form and the relevant supporting documents are **properly filled in** in the **required form** and **in English** language.
- The submitted project proposal forms an **unopened and integral unit**.
- The Application Form has been **stamped, signed and dated** by the **legally authorised representative of the Lead Beneficiary**.
- The application in **printed version** is submitted in **one original** and **two identical** copies, further on **one electronic** data device (CD-Rom, DVD or pen drive).
- The **AF published** for the present Call for Proposals has been used for the application.
- The **budget** has been prepared in the **format presented in the AF**.



# Submission technicalities

**Launch date:**

**26th March 2009.**

**Deadline for submission:**

**24th June 2009. by 17:00 p.m.**

**Reference number of the Call for Proposals:**

**HUHR/0901**





# Arrival of the applications

a) Submission by post with registered mail service or by courier service

*HU-HR Joint Technical Secretariat  
VÁTI Kht.*

*H-1016 Budapest, Gellérthegy u. 30-32.*

b) Submission by personal delivery during the submission period

*HU-HR Joint Technical Secretariat  
VÁTI Kht.*

*H- 1016 Budapest, Krisztina krt. 99.  
Room 520*

c) Submission by personal delivery on the 24th of June

*HU-HR Joint Technical Secretariat  
VÁTI Kht.*

*H-1016 Budapest, Gellérthegy u. 30-32.  
Ground floor meeting hall (földszinti nagytárgyaló)*



# Attention!

Applications which are handed in:

- through any other channel (fax or e-mail) or
- sent to the wrong address or
- after the given deadline

will be **rejected automatically.**



# Project development assistance 1.

## Kick-off Conference

## Thank you Čakovec!



**Hungary-Croatia**  
IPA Cross-border Co-operation Programme

01/04/2009



The Programme is co-financed by the  
European Union

# Project development assistance 2.

## Information days

Town	Date
<b>Osijek</b> (for Osječko- baranjska and Vukovarsko- srijemska ž.)	<b>7<sup>th</sup> April 2009, Tuesday</b>
<b>Pécs</b> (for Baranya Megye)	<b>8<sup>th</sup> April 2009, Wednesday</b>
<b>Virovitica</b> (for Virovitičko- podravska and Požeško- slavonska ž.)	<b>9<sup>th</sup> April 2009, Thursday</b>
<b>Kaposvár</b> (for Somogy Megye)	<b>15<sup>th</sup> April 2009, Wednesday</b>
<b>Zalaegerseg</b> (for Zala Megye)	<b>16<sup>th</sup> April 2009, Thursday</b>
<b>Koprivnica</b> (for Koprivničko- križevačka and Bjelovarsko-bilogorska ž.)	<b>22<sup>nd</sup> April 2009, Wednesday</b>
<b>Čakovec</b> (for Međimurska and Varaždinska županija)	<b>23<sup>rd</sup> April 2009, Thursday</b>



# Project development assistance 3.

## Consultation with the Joint Technical Secretariat

Contact persons and telephones:

- Mr. Tvrтко Čelan +36-1-224-3206
- Mr. János Rakonczai +36-1-224-3100, extension number 4245
- Mr. Márton Szűcs +36-72-513-455
- Ms. Marian Zelei +36-1-224-3201

We can accept phone calls: Monday to Thursday (13.30-16.00)

E-mail: [info@hu-hr-jts.com](mailto:info@hu-hr-jts.com)

Office hours for personal consultation **only at pre-arranged appointments:**  
Tuesday and Thursday (9.00 – 12.00 and 13.30-16.00)

Institution:

Hungary-Croatia Joint Technical Secretariat (at VÁTI Kht.)

H-1016 Budapest, Gellérthegy u. 30-32.

Fax: +36-1-224-3291

**No more questions 3 working days prior to the submission deadline.**



Hungary-Croatia

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# Webpage

**[www.hu-hr-ipa.com](http://www.hu-hr-ipa.com)**

The whole application package,  
other relevant documents  
and up-to-date information about the Programme  
can be reached here.



**Thank you for your attention!**

**ZELEI Marian**  
*Programme Manager*  
*Joint Technical Secretariat*

***We wish you a successful project preparation and application!***



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