

## PRIME MINISTER'S OFFICE

### CIVIL FUND - 2014 Call for applications

#### **In the interest of promoting the Initiatives and Programmes of the Hungarian Holocaust Memorial Year - 2014**

The **Prime Minister's Office** hereby issues the following call for applications in connection with the „Hungarian Holocaust Memorial Year - 2014” (hereinafter referred to as the „Memorial Year”).

In using the allocation, the provisions set forth in Act CXCV of 2011 on State Finances (hereinafter referred to as “State Finances Act”) and Government Decree No. 368/2011. (XII. 31.) on the implementation of the Act on State Finances (hereinafter referred to as “GD”) must be observed exclusively.

#### **I. Purpose of invitation**

Providing financial support to remembrance programmes to be implemented as civil, municipality and other initiatives within the framework of the Memorial Year, as well as to new academic and artistic approaches to the Hungarian Holocaust. The purpose of Civil Fund - 2014 is to promote social awareness of the Memorial Year and its objectives with the active involvement of Jewish communities in Hungary, to foster initiatives to face the past and to encourage the activity of the civil sector through the present call for applications.

Support may only be provided from this allocation for the implementation of the entirety of the goal set forth herein or for any part hereof that may be implemented on its own.

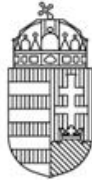
#### **II. Nature of the call for application**

Support may be awarded **by way of open tender**.

**III. Applicants eligible to submit applications:** The following are eligible to submit applications:

- local and foreign natural persons,
- local and foreign legal entities,
- other local and foreign unincorporated organisations.

A single natural person, legal entity or unincorporated organisation may not be awarded support from other central fiscal resources and may not submit further applications for the same purpose and with respect to the same period.



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### IV. Available support and framework allocation

An allocated sum of **HUF 1,500,000,000**, say one billion and five hundred million Hungarian forints, will be made available for the implementation hereof within the budget of the Prime Minister's Office based on Government Resolution No. 1688/2013. (IX. 30.) on the Civil Fund - 2014 tender programme designed to promote initiatives related to the Hungarian Holocaust Memorial Year.

### V. Form, method and amount of available support

The awarded applicant **will receive non-refundable support**. No Value Added Tax may be reclaimed from the support. (If the awarded applicant has the right to deduct VAT, an account must be rendered of the utilisation of the sum on a net basis.)

**Method of provision of support:** the Provider and the awarded applicant (hereinafter referred to as the „Beneficiary”) will agree on the provision of the support in a support contract.

Only one application may be submitted with respect to a single project.

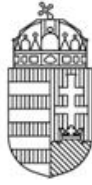
If two or more natural persons or organisations wish to implement a single project collectively, such persons or organisations must decide by mutual agreement as to which one of them submits the application. The data of the person or organisation so designated must be entered in the data form in the columns relating to the applicant's data.

The Provider may also award an amount that is lower than the amount requested.

### VI. Activities eligible for support, eligible expenses

#### Activities eligible for support:

- Programmes promoting social remembrance and awareness concerning the Hungarian Holocaust, with special regard to the implementation of initiatives of local significance;
- Organisation of programmes introducing the traditions of the Jewish community and the losses endured by local communities;
- Programmes planned in connection with the Radnóti Memorial Day of 9 November 2014;
- Publishing of academic works and other professional materials related to the Hungarian Holocaust;



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- Devising of new artistic approaches to the Holocaust, organisation of exhibitions related to the Holocaust and publishing of related works and materials;
- Organisation of events, artistic or academic lectures and conferences related to the commemorations and other programmes of the Memorial Year;
- Offering of scholarships that are in harmony with the values and goals of the Memorial Year;
- Implementation of other individual initiatives.

### **Eligible activities for accounting purposes:**

The Provider provides no support for certain items of expense. Support may only be requested for items which do not qualify as non-eligible expenses.

### **Non-eligible expenses:**

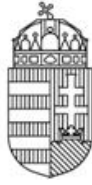
Excise products (coffee, spirits, tobacco), jewellery, ornaments, taxes and payment liabilities that may be collected as taxes (e.g. fines) and unplanned expenses.

### **Examples of eligible expenses:**

- fees of services related to the organisation of conferences and research (in particular: room rental, public address services, interpreting, advertising costs of events, fees of lecturers),
- in case of printed publications, services related to printing costs (editing, layout design, scanning and other printing expenses),
- in case of image and sound recordings, costs of reproduction and royalties (if requesting support for this item, specific reasoning is required),
- expenses emerging during the course of the organisation of cultural and religious programmes, in particular, travel costs, meals, room rental, public address services and accommodation.

## **VII. Period of utilisation and settlement**

Period of implementation of activity eligible for support: from 1<sup>st</sup> January to 31<sup>st</sup> December, 2014. The support contract will state the deadline for the utilisation and settlement of the support awarded.



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### **Method and place of and deadline for submission of applications**

Applications must contain the following:

- programme description (maximum length: 3 A/4 pages),
- itemised budget detailed to necessary degree (maximum length: 1 A/4 page),
- schedule of implementation (maximum length: 1 A/4 page), and
- applicants are required to enclose the completed form constituting Appendix No. 1 hereto for the disclosure of the data required under Section 67(1) of GD.

Applications must be submitted in Hungarian or English, in hard copy, by mail to **Mr László L. Simon (Chair of Parliament's Cultural and Press Committee, 1358 Budapest, Széchenyi rakpart 19.)**, as well as electronically (in MS Office compatible format, e.g. .doc; .docx; .xls; .xlsx) to the e-mail address at [civilalap2014@parlament.hu](mailto:civilalap2014@parlament.hu).

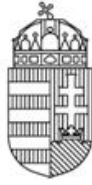
Deadline for postal and electronic submission of applications: **12:00 PM GMT+2:00 15 November 2013.**

Further information is available on the Support Provider's Internet websites ([www.kormany.hu](http://www.kormany.hu) and [www.government.hu](http://www.government.hu)).

### **VIII. Documents required for support contract to be concluded based on awarded support**

Awarded applicants are required to submit the documents conforming to the relevant provisions of the State Finances Act and GD for the conclusion of a support contract. Applicants are additionally advised to consult the provisions of Article 39(1) of the Fundamental Law. No support contract may be concluded in the absence of documents conforming to the requirements above.

If, based on the Hungarian laws and legal rules in force, in particular, the Fundamental Law, the State Finances Act and GD, no support contract may be entered into with the awarded applicant, the Support Provider reserves the right to enter into an support contract with the applicant ranked next on the review list, up to the amount of the allocation, in place of the awarded applicant.



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### Validity of applications

The Support Provider will subject the applications submitted by the deadline to a formal assessment, as part of which it will ascertain the validity of the applications based on the following criteria:

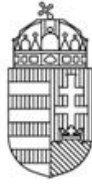
- eligibility of applicant to apply (investigation of disqualifying circumstances),
- compliance of application with goal set forth in the invitation,
- completion of all relevant data, and
- date of submission.

If the Support Provider concludes pursuant to the validity investigation of the application that the application does not meet the conditions set forth in the call for applications, the guidelines and the data form, the Support Provider will request the applicant **on a single occasion by electronic communication to supply any missing data or document within 5 business days. The applicant may only supply any missing data or document within the time limit determined by the Support Provider. If the applicant fails to supply the missing data or document within the time limit determined by the Support Provider, the application will be disqualified as invalid.** The Support Provider will inform the applicant organisation of the outcome of the supply of missing data or documents by electronic communication within 5 business days of the expiry of the time limit determined.

A **application** will be disqualified as **invalid** if

- it does not conform to the formal and/or content requirements determined in the invitation,
- the applicant submitted an application for a purpose other than that stated in the invitation,
- the applicant was previously disqualified from the support system for a fixed term and the term of such disqualification has not yet expired,
- the application was submitted belatedly.

**Invalid applications will be refused without assessment.**



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### IX. Assessment of applications for content

The Support Provider will decide on the applications submitted based on the recommendation of the Cultural and Press Committee of the Hungarian Parliament.

#### Assessment criteria:

- How are the proposed projects connected to the goal of the invitation?
- How do the proposed projects tie in with the mentality of the Memorial Year?
- Professional elaboration of projects.
- How realistic is the proposed budget?
- Reasoned nature of schedule of implementation.

#### Assessment of applications:

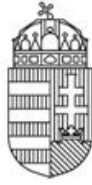
The Cultural and Press Committee of the Hungarian Parliament will review and rank the applications received within 25 days of the deadline for the submission of applications but by 10<sup>th</sup> December, 2013, at the latest, and will then present its recommendation to the Minister of State heading the Prime Minister's Office. The Minister of State heading the Prime Minister's Office will decide on the awarding of support based on the above recommendation within 10 days of the receipt thereof but by 15<sup>th</sup> December, 2013, at the latest. Results will be announced on 16<sup>th</sup> December, 2013. No appeal lies against the decision. The Prime Minister's Office will not keep and will not return the materials of non-awarded applications.

Deadline for assessment: 15<sup>th</sup> December, 2013.

The **Prime Minister's Office** will post the list of awarded applications the amounts awarded, the purpose of the support and the place of the implementation of the awarded programme by 16<sup>th</sup> December, 2013, at the latest, on the Internet website at [www.kormany.hu](http://www.kormany.hu), and will thereafter inform applicants of the results in writing.

### X. Conclusion of agreement

The Support Provider will agree on the utilisation of support with the Beneficiary in a written support contract. The support decision will cease to have effect if the agreement does not come into being within 30 days of the receipt of the notice regarding the awarding of the support for reasons falling within the Beneficiary's control. In security of the repayment of any support drawn illegitimately, the Support Provider requires the Beneficiary to grant its consent to the submission of an order of prompt collection in respect of all its payment accounts that may be



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encumbered with a collection order under the rule of law, or to provide any other similar security.

### **XI. Disbursement of support**

The existence of a valid and effective support contract and the availability of the security under Section XI are conditions precedent to the disbursement of the support. The deadline for the submission of the professional and financial reports and the relevant content requirements will be stated in the support contract.

### **XII. Legal remedy**

An applicant submitting an application as an organisation outside the realm of state finances or the beneficiary may submit a complaint if the application procedure or the procedure relating to the adoption of the Support Provider's decision, the issuance of the support documents, the conclusion of the support contract and the disbursement or reclaiming of the fiscal support is, in its reasonable opinion, unlawful. A complaint may be submitted against the application procedure and the decision as defined in Section 90 of GD providing for the implementation of the State Finances Act, solely with reference to a breach, to the Support Manager in writing within 8 days of the measure or omission objected to coming to its attention but within 45 days of the adoption of the measure objected to or the omission, at the latest. The head of the agency controlling the given fiscal chapter will assess the complaint on its merits within thirty days of its receipt. No other legal remedy lies against the support decision.

### **XIII. Other**

Applicants agree to state the fact of the support during the course of the programmes implemented and/or in any works and publications completed as set forth in the support contract.