

**REGULATION
OF THE
HUNGARIAN–POLISH NON-GOVERNMENTAL CO-OPERATION PROGRAMME**

The Ministry of Foreign Affairs of Hungary and the Ministry of Foreign Affairs of the Republic of Poland, hereinafter referred to as ‘the Signatories’, based on Article (6) of the *Memorandum of Understanding between the Ministry of Foreign Affairs of Hungary and the Ministry of Foreign Affairs of the Republic of Poland about the Non-governmental Co-operation Programme*, hereinafter referred to as ‘the MoU’, regulate the operations of the programme as follows:

1. Each project has to involve partners from both countries. One project can be submitted only by one of the partners, in one of the countries.
2. Projects can be realised in both countries, regardless of the country of submission.
3. Projects to be financed in the framework of the Programme shall be submitted to the Embassy of the other Signatory in the country where the applicant is based.
4. The Signatories shall form two Committees, one in each country, which shall consist of four members per country, representing the following bodies: 2 members from each Ministry of Foreign Affairs, and 2 members of the diplomatic mission(s) of the other country, one of them being the Ambassador. The Committee will be chaired by the Ambassador. The Signatories shall inform each other about the persons appointed to the Committees and eventual changes by means of an exchange of diplomatic notes.
5. The Committees shall convene at least once a year.
6. The Committees shall allocate financial resources for the projects submitted. For one application project an amount of EUR 1.000–5.000 can be allocated. The applicant shall ensure co-financing of the project at the level of at least 10% of the total project value.
7. The Committees shall take decisions by consensus. In case of a lack of consensus, the chairperson’s vote shall prevail.
8. The agreements about realising the projects shall be concluded by the embassies according to the relevant laws and regulations. The implementation of the agreements shall be monitored and controlled by the embassies in respect of the applicants based in the respective country.
9. Information about the Programme and the possibility of submitting projects will be announced yearly on the appropriate Ministries’ and missions’ web sites with the full information on the regulations and documentation needed to apply for the grants, including the project submission deadlines. The applicants will be entitled to submit the activity report and the financial settlement of the project by 31st of December of the year when the Grant Agreement was concluded and signed by both parties.
10. In the procedures of announcing and publishing the calls for submitting projects, determining the documents needed to be attached, internal decision-making and financial settlements, both Signatories will follow the regulations of their internal law.
11. The embassies shall prepare a yearly report about the activities financed in the framework of the Programme, and submit it to the Signatories. The Signatories will regularly evaluate the Programme and modify it in case of necessity or need.