

## On Board Meeting

**Culture Programme**  
**Local development through Safeguarding and Revitalization**  
**of Coastal Cultural Heritage**

**12<sup>th</sup> and 13<sup>th</sup> September 2019, Lisbon, Portugal**

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Fund for Bilateral Relations  
Support for travel expenses

## 1 | SCOPE

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The Culture Programme aims to strengthen cultural cooperation by supporting projects that promote social and economic development through cultural cooperation, entrepreneurship and heritage management.

To accomplish this objective, the Portuguese Culture Programme focuses on two main areas: Coastal Cultural Heritage and Arts.

In the area of Coastal Cultural Heritage, the Programme aims to support projects for the safeguarding and rehabilitation of coastal cultural heritage and the revitalization for local communities, namely in the adaptation of spaces into memory and interpretation centers, development of traditional activities, reinforcing the appropriation of culture, knowledge and identity.

The Programme will support projects in Portugal mainland and in the Autonomous Regions of the Azores and Madeira. The projects can also include activities in the Donor States (Iceland, Liechtenstein and Norway) through bilateral cooperation.

## 2 | PURPOSE OF THE TRAVEL SUPPORT

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On 12th and 13th of September 2019, a matchmaking meeting named “**On Board Meeting**”, organized by DGPC, as the Culture Programme Operator, will be held in Lisbon.

This event will focus on the Coastal Cultural Heritage area and aims to create and / or strengthen national and international partnerships for the development of projects under the call 1 “**Local Development through Safeguarding and Revitalization of Coastal Cultural Heritage**”. This call will be launched on the EEA Grants Portugal website on 5<sup>th</sup> September 2019.

The travel support is intended to encourage participation in the “On Board Meeting” event, in order to promote the discussion of ideas, the sharing of experiences and knowledge and the development of common goals for the co-creation of eligible projects and the establishment of partnerships.

Registration for participation in the event must be done through the form available on the EEA Grants Portugal website.

### 3 | FUNDING

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The available funding for this call is EUR **11.000€**.

The evaluation and attribution of the support is executed in order of submission, according to the available budget.

### 4 | MODALITIES OF TRAVELLING SUPPORT

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The travel support comes from the Fund for Bilateral Relations, and is intended as encouragement for participation in the partner matching event. The amount will be paid as a lump sum, reimbursed to the participant at the presentation of receipts of expenditure.

The amount available will vary depending on the participant's place of origin:

- Entities of Iceland, Liechtenstein and Norway - maximum amount of 600 €;
- Entities of the Autonomous Regions (Azores and Madeira) - maximum amount of 250 €;
- Entities of Portugal mainland - maximum amount of 250 € (except for entities based in the Lisbon metropolitan area).

### 5 | PROCEDURES FOR SUBMITTING APPLICATIONS

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All applications must be submitted in Portuguese and English, except for the participants from the Donor States, who only need to fill out the form in English.

The application form is available in the following website: <https://www.eeagrants.gov.pt/en/programmes/culture/calls/matchmaking-on-board-meeting-culture/>, and should be submitted to the email: [eeagrantsculture@dgpc.pt](mailto:eeagrantsculture@dgpc.pt).

For Norwegian entities the application form must also be sent to the Norwegian Directorate for Cultural Heritage - [eeagrants@riksantikvaren.no](mailto:eeagrants@riksantikvaren.no), and for the Icelandic entities for the Icelandic Centre for Research - [ragnhildur.zoega@rannis.is](mailto:ragnhildur.zoega@rannis.is).

For Liechtenstein entities the application form must be sent to [eeagrantsculture@dgpc.pt](mailto:eeagrantsculture@dgpc.pt).

Written approval from the Portuguese DGPC must be obtained prior to travel. The confirmation will be sent to each candidate from the official Programme address: [eeagrantsculture@dgpc.pt](mailto:eeagrantsculture@dgpc.pt)

## 6 | ELIGIBLE APPLICANTS

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The eligible applicants are legal entities established in Portugal and in the Donor States of the EEA Grants (Iceland, Liechtenstein and Norway), namely:

- Any entity, public or private, commercial or non-commercial and non-governmental organizations, established as a legal person in Portugal, and in the Donor States, as well as natural persons who are legal residents in those countries.

## 7 | ELIGIBLE PROJECT ACTIVITIES AND EXPENDITURES

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The eligible expenditures for this call are travel costs to participate in the matchmaking event aiming for the establishment of bilateral partnership between Portugal and the Donor States (Iceland, Liechtenstein and Norway).

The application has to demonstrate an eligible project idea or the contribution of the partnerships to the Culture Programme.

The travel has to be undertaken by the applicant/entity awarded the grant.

Travel support is allocated per entity.

## 8 | DEADLINE FOR SUBMISSION OF APPLICATIONS

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Deadline for submission of applications: **30<sup>th</sup> August 2019 at 23:59:00** (GTM+1)

## 9 | SELECTION CRITERIA

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The allocation of travel support is defined according to the following criteria:

- Demonstration of an eligible project idea or contributions for the partnership to the Culture Programme and that the applicant entity will promote the project as a promoter and / or a partner with responsibilities in the tasks execution;
- Eligibility of the applicants;
- Order of submission of applications;
- Presentation of the non-debit statements to the updated Tax and Social Security Authority;
- Correct formalization of the application, namely the correct filling of the application form.

## 10 | SELECTION AND DECISION-MAKING PROCESS

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The evaluation shall be carried out on an ongoing basis within the limits of the appropriations available under this call.

Applicants are notified of the decision on the application for support by 06<sup>th</sup> September 2019, in a written form via email.

Candidate entities must ensure this written approval is obtained prior to travel.

## 11 | PAYMENT OF FINANCIAL SUPPORT AND REPORT CONDITIONS

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The financial support is awarded to applications that meet all aforementioned eligibility requirements, in accordance with EEA Grants 2014-2021 Regulation, and other applicable legislation, up to the limit available in this call.

The grant will be awarded as a lump sum of expenses already incurred. The applicant must cover the expenses and request the reimbursement to the Directorate-General for Cultural Heritage, after the travel has been completed.

The refund request must be accompanied by the following documents:

1. Travel Report, that should include a brief description of the activities and partnerships developed during the event, the results achieved and future prospects of the projects;

2. Request for the travel support (available at: <https://www.eeagrants.gov.pt/en/programmes/culture/calls/matchmaking-on-board-meeting-culture/>);
3. Proof of travel (e.g. copy of boarding pass);
4. Confirmation of participation in the event On Board Meeting (registration signature on both days).

The mentioned documents from (1) to (3) must be stamped, signed, digitized and sent, up to one month after the meeting, to the entities responsible for evaluating applications at the following emails:

- For Portuguese and Liechtenstein entities: [eeagrantsculture@dgpc.pt](mailto:eeagrantsculture@dgpc.pt).
- For Norwegian: [eeagrants@riksantikvaren.no](mailto:eeagrants@riksantikvaren.no);
- For Icelandic entities: [ragnildur.zoega@rannis.is](mailto:ragnildur.zoega@rannis.is).

Expenses are reimbursed to the entity that made them and not to an individual person.

## 12 | ADDITIONAL INFORMATION

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Requests for clarification should be sent to: [eeagrantsculture@dgpc.pt](mailto:eeagrantsculture@dgpc.pt)

More information available at:

<https://www.eeagrants.gov.pt/en/programmes/culture/calls/matchmaking-on-board-meeting-culture/>