**DESCRIPTIVE MEMORY OF PREPARATION GUIDE**

**A) DOCUMENT MUST NOT EXCEED 30 PAGES**

**B) DOCUMENTS IDENTIFIED IN CHECK-LIST OF APPLICATION FORM MUST BE TAKEN INTO ACCOUNT**

**C) THE EEA GRANTS REGULATION 2014-2021 MUST BE TAKEN INTO ACCOUNT, WELL WITH THE SPECIFICATIONS IDENTIFIED IN THE NOTICES**

**<** **Project Name >**

< Beneficiary's name (promoter)>

**<Date>**

**DESCRIPTIVE MEMORY**

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# GENERAL PROJECT FRAMEWORK

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| --- |
| Characterization of the surrounding scenario before the implementation of the operation: description of the current situation at the relevant scale (national, regional or municipal).  Scenario characterization resulting from non-implementation of the operation: description of constraints / blockages found in the absence of the investment.  Scenario characterization with the implementation of the operation: description of how the implementation of the operation may respond to the needs identified in the non-investment scenario, substantiating the need and the opportunity to perform the operation. |

# BLUE GROWTH PROGRAMME FRAMEWORK

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| Clearly identify the aspects that allow to demonstrate the relevance and strategic framework within, expected objectives and results identified in the Call. |

# DESCRIPTION OF THE PROMOTER AND PARTNERS

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| At this point the competences and duties of the promoter should be described in general and the level at which competencies the application is proposed.  Identify team qualification and suitability (attach CVs).  In the case of partnership operations, this framework should be extended to the partners and it should be made clear what role each partner will play in the project and how they interrelate between them.  Draft partnership agreement should be attached in accordance with the template available at: https://www.eeagrants.gov.pt/en/programs/crescimento-azul/concursos/ and letters of commitment from partners. |

# PROJECT DESCRIPTION

|  |
| --- |
| At this point it will be demonstrated functional autonomy of operation, reasonable cost and feasibility of the proposed actions through the following elements:   * + - * Description of the operation to be developed within the submitted application, evidencing its fit in the type (s) of operation (s) defined in the Call.       * Technical characterization of the operation, demonstrating the internal coherence of the actions to be developed (with reference to the relevant documentary pieces) and their correspondence with the investment components identified in the application form.       * Characterization of the external coherence of the operation, if it is linked to other operations co-financed (or to be applied for) by other financing (national or Community), highlighting the complementarity and synergies that may exist with these operations.   Rationale of State-of-the-art and respective degree of innovation regarding the operation, presenting, if possible, results of technological tests carried out in the development and / or demonstration phase. |

# PROJECT IMPLEMENTATION

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| Description and justification of the proposed stages of implementation, with the presentation of physical and financial execution of the operation schedules, showing their maturity status as defined in the Call.  Detailed description of the activities and the respective tasks to be developed.  Present the table below with the different Activities (AT #) and tasks to be developed in the project, as well as the participation of each entity. In each of the sections should be listed in detail the Activities identifying the objectives, tasks, outputs and responsibilities. |

## Project Activity Listing

|  |  |
| --- | --- |
| CODE | NOMENCLATURE |
| **ATI1** | … |
| **ATI2** | … |
| **ATI3** | … |

## Detailed Description of Activities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ATI1: … | | | | | |
| **START DATE** |  | | | | |
| **END DATE** |  | | | | |
| **PARTICIPANTS** | Promoter | Partner 1 | Partner 2 | Partner 3 | … |
| **HR ALLOCATION %** |  |  |  |  |  |
| **PERSON RESPONSIBLE** |  |  |  |  |  |

|  |
| --- |
| Objectives |
|  |
|  |
|  |

|  |  |
| --- | --- |
| TASK DESCRIPTION | |
| **T1.1.** |  |
| **T1.2.** |  |
| **T1.3.** |  |

|  |  |
| --- | --- |
| OUTPUTS | |
| **D1.1.** |  |
| **D1.2.** |  |
| **D1.3.** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ATI2: … | | | | | |
| **START DATE** |  | | | | |
| **END DATE** |  | | | | |
| **PARTICIPANTS** | Promoter | Partner 1 | Partner 2 | Partner 3 | … |
| **HR ALLOCATION %** |  |  |  |  |  |
| **PERSON RESPONSIBLE** |  |  |  |  |  |

|  |
| --- |
| Objectives |
|  |
|  |
|  |

|  |  |
| --- | --- |
| TASK DESCRIPTION | |
| **T2.1.** |  |
| **T2.2.** |  |
| **T2.3.** |  |
| **T2.4.** |  |
| **T2.5.** |  |

|  |  |
| --- | --- |
| OUTPUTS | |
| **D2.1.** |  |
| **D2.2.** |  |
| **D2.3.** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ATI3: … | | | | | |
| **START DATE** |  | | | | |
| **END DATE** |  | | | | |
| **PARTICIPANTS** | Promoter | Partner 1 | Partner 2 | Partner 3 | … |
| **HR ALLOCATION %** |  |  |  |  |  |
| **PERSON RESPONSIBLE** |  |  |  |  |  |

|  |
| --- |
| Objectives |
|  |
|  |
|  |

|  |  |
| --- | --- |
| TASK DESCRIPTION | |
| **T3.1.** |  |
| **T3.2.** |  |
| **T3.3.** |  |

|  |  |
| --- | --- |
| OUTPUTS | |
| **D2.1.** |  |
| **D2.2.** |  |
| **D2.3.** |  |

## Quarterly Milestones

|  |  |  |  |
| --- | --- | --- | --- |
| MS# | QTR | MILESTONE DESCRIPTION | DatE |
| **MS1** | **1Q** |  |  |
| **MS2** | **2Q** |  |  |
| **MS3** | **3Q** |  |  |
| **…** |  |  |  |

# Project Risks

|  |
| --- |
| Description of potential risks in project implementation and related mitigation measures. |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk NO. | Risk Description | ATI# | IMPLEMENTING MITIGATION MEASURES |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Execution Schedule

|  |
| --- |
| The schedule shall identify the work packages, activities, outputs and milestones for the execution of the operation per month.  Attach completed file according to the template available at: https://www.eeagrants.gov.pt/en/programs/blue-growth/concursos/ “Annex MD - Detailed Budget / Schedule” |

# Economic and Financial Aspects

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| --- |
| Indication of proposed investment by investment heading, year and partner.  All costs included in the project must be duly substantiated by expenditure heading and by type of expenditure within each heading.   * Human resources allocated to the project   In the case of Human Resources expenses, auxiliary calculations should be presented that justify the Human Resources expenses of the Promoter and Partners, according to the model available at: https://www.eeagrants.gov.pt/pt/programas/crescimento-azul/concursos/ “Annex MD - Detailed Budget / Schedule   * Travel and subsistence allowances for staff taking part in the project * Depreciation of the cost of new or used equipment   For expenses related to amortization of equipment, shall be submitted calculations which gave rise to expenses considered.   * Cost of new or used equipment * Consumables and supplies costs * Costs arising from other contracts awarded by the project promoter * Costs arising directly from requirements imposed by the project contract * Indirect costs   For Indirect Costs, the calculations giving rise to the proposed value shall be presented, indicating the methodology used in accordance with Article 8.5 of the EEA Grants Regulation 2014-2021, namely:   * Based on actual overhead costs for Project Promoters and project partners who have a analytical accounting system to identify their overhead costs;   Confirmation by the ROC is required to validate the calculation of the Indirect Cost rate to be applied based on this methodology.   * A flat rate of up to 25% of total direct eligible costs, excluding direct costs eligible for subcontracting and resource costs made available by third parties that are not used at the project promotor's or project partner's premises;   If it is chosen this methodology should be filled in the application form the tab "Indirect Costs - Article 8.5 b".  Confirmation by the ROC is required to validate the costs identified in calculating the Indirect Cost rate calculation to be applied based on this methodology.   * A flat rate of up to 15% of the direct costs of eligible personnel, without the need for the Programme Operator to make a calculation to determine the applicable rate; or * A flat rate applied to direct eligible costs based on existing methods and the corresponding rates applicable in European Union policies for similar project types and project promoters;   It should be presented justification for applying this method to the identification of the method applied and the applied rates, as well as examples of types of projects and promoters and similar projects.  **Supporting documents for expenditure**   * For expenses above € 5,000 and below € 20,000 attach a supporting document, (e.g. pro forma budget / invoice, base value of the procedure, award decision or contract where applicable, among others). * In the case of expenses over € 20,000, please attach 3 budgets.   A description of the management model to be adopted in the exploration / operation phase of the structures resulting from the candidate operation should be made, evidencing its sustainability.  Attach completed file according to template available at: https://www.eeagrants.gov.pt/pt/programas/crescimento-azul/concursos/ “Annex MD - Detailed Budget / Schedule” |

# Business Plan (when applicable)

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| If applicable must be attached a business / investment plan similar to the IAPMEI (should be sent the tables applicable to the operation - IAPMEI Model)  For research projects, it is only applicable to demonstration projects (with a TRL above 5, prototypes and pilots in real operating environment) and that project a credible OPEX and CAPEX cost reduction learning curve.)  Applications must contain a business plan in line with:  “How to make a business plan”  <https://www.iapmei.pt/getattachment/PRODUTOS-E-SERVICOS/Empreendedorismo-Inovacao/Empreendedorismo/Guias-e-Manuais-de-Apoio/ComoElaborarPlanodeNegocio-(5).pdf.aspx?lang=pt-PT>  and a Business Plan Financial Model (template available at: <https://www.eeagrants.gov.pt/pt/programas/crescimento-azul/concursos/> ) |

# Promotion and disclosure of the results

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| Should be described The Communication Plan according to chapter 2.3 of Annex3 "Information and Communication Requirements" of the MFEEE Regulation 2014-2021 as well as the "EEA Grants Portugal Communication and Graphic Standards Manual" available on the EEA Grants Portugal website (<https://www.eeagrants.gov.pt/pt/eea-grants/documentos> )  To describe the promotion and disclosure of the project results. |

### Promotion and disclosure actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NUMBER OF ACTIONS** | | | |
| **1st SEMESTER** | **2nd SEMESTER** | **1st SEMESTER** | **2nd SEMESTER** |
| Organisation of conferences |  |  |  |  |
| Organisation of workshop |  |  |  |  |
| Public demonstrations of prototypes, pilot lines |  |  |  |  |
| Press-Release |  |  |  |  |
| Non-scientific publications |  |  |  |  |
| Scientific publications |  |  |  |  |
| Participation in fairs and exhibitions |  |  |  |  |
| Flyers |  |  |  |  |
| Web Site |  |  |  |  |
| Participation in conferences |  |  |  |  |
| Participation in workshops |  |  |  |  |
| Participation in Brokerage Events |  |  |  |  |
| Others: Poster |  |  |  |  |

# Necessary licenses and authorizations for the execution of the project

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| --- |
| The promoter and / or partners should to show which authorizations, licenses and / or opinion are required for the implementation of the project and / or up on its completion and which the moment they will be presented.  Should be described the legal frameworks and competent authorities for issuing licenses, authorizations and / or opinions.  Must be attached the licenses, authorizations and / or opinions required to implement the project. |

# Justification of the project's contribution for the selection criteria

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| Must be prepared a justify note of the contribution for the operation to each of the selection criteria indicated in the Notice (self-assessment).  If considered necessary, shall be attached documentation which support the explanatory note. |