

## *"Environment, Climate Change and Low Carbon Economy" Programme*

### **CALL FOR TENDERS**

#### **Small Grants Scheme #1 – Projects to prevent and raise awareness to reduce marine litter**

Within the scope of the EEA Grants 2014-2021, Iceland, Liechtenstein and Norway, in the capacity of Donors, have financed initiatives and projects in 15 European Union Member States with the aim of reducing social and economic disparities and strengthening bilateral relations with beneficiary states.

The Secretary General of the Environment and Energy Transition (SGMATE) was designated Operator of the Environment, Climate Change and Low Carbon Economy Programme in accordance with the Memorandum of Understanding (MoU), signed in Lisbon on 22 May 2017 with a total allocation of €28,235,294 (€ 24,000,000 EEA Grants + €4,235,294 from SGMATE).

Through this Programme, innovative and structuring projects in the areas of Environment, Climate Change and Low Carbon Economy shall be financed with the objective of promoting the good environmental status of ecosystems and reducing the adverse effects of pollution and other human activities. Environmental threats are global, but the impacts are varying on different regions of the world. In particular, the concentration of marine litter in marine areas and coastal zones has different origins, sometimes quite distant, many of which correspond to land-based activities. In Portugal, plastics represent about 70% of marine litter.

The ocean is a source of life, economic development and quality of life. UN Sustainable Development Goal #14 aims to "Conserve and sustainably use the oceans, seas and marine resources for sustainable development". SDG #14 defines 10 goals. This Programme focuses on the first of these: "prevent and significantly reduce maritime pollution of all kinds, especially that arising from land-based activities, including marine debris and nutrient pollution".

In 2008, the EU adopted the Marine Strategy Framework Directive under Directive 2008/56/EC of the European Parliament and of the Council of 17 June 2008, establishing a Framework for Community Action in the field of Marine Environmental Policy. This document provides a framework within which Member States should take the necessary measures to achieve or maintain a good environmental status in the marine environment by 2020, identifying indicators of good environmental status, including 'The properties and quantities of marine litter do not harm the coastal and marine environment' (Descriptor 10 – Marine Litter).

On 11 December 2017, the Council of Ministers Resolution No. 190-A/2017 was published, approving the Portuguese Circular Economy Action Plan (PAEC). The circular economy, advocated in the XXI Constitutional Government Programme, is a strategic concept based on the prevention, reduction, reuse, recovery and recycling of materials and energy. The PAEC indicates that one of the main advantages associated with this economic model is the "Reduction of pressure on habitats, such as marine (e.g. reduction of contamination with plastics), through large-scale reuse, also contributing to

the protection of biodiversity". With regard to the approach and level of action, this economic model requires a systemic and transversal approach to various components of society; therefore, in a first phase, the focus will be, among others, on the work of mobilising the various interest groups and their respective responsibilities. Three levels of action – macro, meso and micro – were considered to the following objectives:

- "Raise society's awareness of the consequences in the state of the ocean resulting from choices of goods and services that do not consider environmental impacts,
- Educate for the circular economy.
- Reduce waste production – New life for waste!"

On 16 January 2018, the European Parliament adopted the first European strategy for plastics, and the European Union aims to implement the new strategy by, among other measures:

- "PROHIBITING DUMPING AT SEA: the new rules on port reception facilities will combat marine litter with measures to ensure that waste generated on ships or collected at sea is not left behind but rather returned to land and properly managed there";
- "REDUCING PLASTIC WASTE: European legislation has already led to a significant reduction in the use of plastic bags in several Member States. The new plans will target other disposable plastic objects, in particular fishing gear and the use of micro plastics in products, and will involve labelling for biodegradable and compostable plastics.

Marine pollution comes from a wide range of sources ranging from oil spills and chemical waste to the dismantling of ships in an unsustainable manner. The EU has recently turned its attention to single-use plastics and fishing gear, which together account for 70% of marine litter in Europe. In March 2019, the European Parliament passed a new EU law that will ban the sale of single-use plastic products throughout the European Union from 2021.

The negative impacts on marine areas and coastal areas due to the increase in marine litter have repercussions on the economy and quality of life of these regions, with a particular impact on tourism, an economic sector with high potential in Portugal.

This Programme supports initiatives aimed at preventing the production of Marine Litter, particularly in the case of plastics, in synergy with the EEA Grants 'Blue Growth' programme, coordinated by the Directorate General for Maritime Policy (DGPM) of the Ministry of the Sea, which will support SMEs in business development and innovation with an impact on the reduction of marine litter.

The projects selected under this Call for Proposals will contribute to the implementation of Outcome 1 of the Programme: "Increased application of circular economy principles in targeted sectors" and Output 1.3 of the Programme, through promotion of the Circular Economy by "Reduced contribution from land-based sources of marine plastic littering", which indicators and targets are listed on the table below, in accordance with Annex I of the Programme Agreement signed on 27 May 2019.

PA Number	Expected programme results	Indicator	Unit of measurement	Source of Verification	Frequency of reporting	Baseline value	Baseline year	Target value
PA11 Outcome 1	Increased application of circular economy principles in targeted sectors	Construction and demolition waste avoided by the supported sectors	Percentage	APA data	Annually (APR)	48.6%	2017	70.0%
		Number of jobs created (disaggregated by gender, age)	Number	Payroll records, employment agreements	Annually (APR)	0	N/A	25
		Tons of plastic recycled through all supported schemes/measures	Number	Project promoter's records	Annually (APR)	0	N/A	20000
		Use of secondary materials increased in the supported sectors	Percentage	Project promoter's records	Annually (APR)	0.0%	N/A	15.0%
PA11 Output 1.3	Reduced contribution from land-based sources of marine plastic littering	Number of CSOs (Civil Society Organisations) supported	Number	Project promoter's records	Semi-annually	0	N/A	3
		Number of awareness-raising campaigns carried out	Number	Project Promoter's records, Audio/video/print material produced as part of the campaign	Semi-annually	0	N/A	3
		Number of voluntary schemes supported	Number	Project promoter's records	Semi-annually	0	N/A	3

This Call for Tenders sets out the specifications applicable to the submission of applications. The electronic application form and its annexes are available at <https://www.eeagrants.gov.pt/en/programmes/environment>.

**PROGRAMME OPERATOR:** General Secretariat of the Ministry of Environment and Energy Transition (SGMATE)

**PROGRAMME PARTNER OF DONOR COUNTRIES:** Innovation Norway (IN)

### 1. PRIORITY AREAS:

Within the scope of the present call for tenders, the applicant entity can submit applications covering one or more areas.

#### A. Reduction of plastics in the oceans through:

- 1) Voluntary schemes to reduce single-use plastics in the fast-food, hotel, restaurant, supermarket, etc. sectors;
- 2) Voluntary schemes to reduce the use of plastic bottles in sectors other than beverage and plastic packaging in production, distribution and retail;

- 3) Solutions that promote recycling by diversifying collection points;
- 4) Collecting facilities of fishing equipment recovered from marine litter;
- 5) Support for the promotion of the use of biodegradable fishing nets.

B. Raising awareness of ocean plastic challenges and proposing solutions through:

- 1) Awareness-raising campaigns. Production and dissemination of information materials;
- 2) Local campaigns to reduce marine plastic waste.

The long-term impact sought is:

- Improvement of the environmental status of marine waters and coastal areas;
- Increase the resilience of human communities;
- Business and job opportunities based on the prevention of marine plastic waste as well as its collection for recycling or reuse.

## **2. PERIOD FOR SUBMISSION OF APPLICATIONS:**

(in accordance with Article 7.3, paragraph 2.b of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”)

Applications must be submitted using the electronic application form and the annexes available on the EEA Grants website <https://www.eeagrants.gov.pt/en/programmes/environment> between 18.07.2019 until 12:00:00 (GMT) of 31.10.2019.

## **3. TOTAL AVAILABLE BUDGET: €1,000,000**

Minimum funding for each project: €100,000

Maximum funding for each project: €200,000

## **4. DURATION OF PROJECTS:**

Projects should include the bathing season in order to maximise their impact within 18 months. Final date of eligibility is 30 April 2024.

## **5. TERRITORIAL SCOPE:**

The Programme shall finance projects in mainland Portugal and in the Autonomous Regions of the Azores and Madeira, without prejudice to the activities that are developed in the Donor States (Iceland, Liechtenstein and Norway) under partnerships established in the selected projects.

## 6. PROJECT GRANT RATE:

The eligible costs of the selected projects will be funded up to a maximum rate of 80%, except in cases where the project promoters are non-governmental organisations, hereafter referred to as NGOs, or social partners, according to Article 1.6 (n) and (y) of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”, where the funding of the eligible costs will be 90%. The remaining percentage must be guaranteed by the project promoter and assumed in the form of cash or in-kind payment, and may be justified – up to 50% – through volunteer work<sup>1</sup>, calculated based on the provisions of Article 6.4.5 and 6.4.6 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”.

The project rate shall in all cases be set at a level that complies with state Aid rules in force and takes into account any and all other forms of public support granted to projects. Any remaining costs of the project shall be provided or obtained by the project promoter.

## 7. ELIGIBILITY OF APLICANTS:

In accordance with Article 7.2.1 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”, public or private, commercial or non-commercial entities and non-governmental organisations legally established in Portugal are considered eligible.

Article 7.2.3 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021” is not applicable to this call.

## 8. PROJECT PARTNERS:

According to Article 7.2.2 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”, a project partner shall be any public or private entity, commercial or non-commercial, along with NGOs that have been legally established as a legal person in the donor states, in the beneficiary countries, as long as it has a border in common with the beneficiary state, or any international organization that is actively involved in implementing the proposed project.

## 9. ELIGIBILITY OF EXPENDITURE:

(According to Articles 8.2 and 8.3 of the of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”)

### 9.1 Eligible project costs

9.1.1. Eligible project costs must meet the following criteria:

(a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;

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<sup>1</sup> The following formula shall be used to calculate the hourly cost of volunteer work:  $HCVW = [NMW \times (1+TSU)] : 22 : 7$  Hourly Cost  
Volunteer Work =  $[(National\ Minimum\ Wage \times (1 + Employer\ Social\ Security\ Contribution\ [TSU]))] : 22\ days : 7\ hours\ per\ week$

(b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;

(c) they are proportionate and necessary for the implementation of the project;

(d) they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;

(e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles; and

(f) they comply with the requirements of applicable tax and social legislation.

9.1.2. Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partner.

9.1.3. Where new or second hand equipment is purchased, only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure.

9.1.4. The Project Promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

## **9.2 Eligible direct expenditure in a project:**

9.2.1. The eligible direct expenditures for a project are those expenditures which are identified by the Project Promoter and/or the project partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly. The following direct expenditures are eligible provided that they satisfy the criteria set out in 9.1.1:

(a) the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;

(b) travel and subsistence allowances for staff taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, on the basis of defined rules approved by the Programme Operator;

(c) cost of new or second hand equipment. In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the

entire purchase price of that equipment may, by way of exception from the rule contained in 9.1.3., be eligible;

(d) costs of consumables and supplies, provided that they are identifiable and assigned to the project;

(e) costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement and “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”.

(f) costs arising directly from requirements imposed by the project contract for each project.

9.2.2. Where the entire purchase price of equipment is eligible in accordance with point (c) of paragraph 9.2.1., the Programme Operator shall ensure that the Project Promoter:

(a) keeps the equipment in its ownership for a period of at least five years following the completion of the project and continues to use that equipment for the benefit of the overall objectives of the project for the same period;

(b) keeps the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and

(c) sets aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project.

**9.3 Indirect eligible costs in projects (overheads):** indirect costs shall be eligible in accordance with Article 8.5 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”.

**9.4 Non-eligible costs:** the costs mentioned in Article 8.7 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021” are not eligible.

## 10. SUBMISSION OF THE APPLICATION:

**10.1** Applications must be submitted using the electronic application form and the annexes available on the EEA Grants website <https://www.eeagrants.gov.pt/en/programmes/environment> between 18.07.2019 until 12:00:00 (GMT) of 31.10.2019.

**10.2** It shall be noted that one of the annexes required when filling the application form is the Term of responsibility duly signed, using digital signature, and initialled by the person who has powers to legally bind the company.

Exceptionally, in case the applicant entity is not capable of using digital signature shall instead send one copy of the electronic application form (in Portuguese or in English) and the original copy of the Term of responsibility duly signed and initialled by the person who has powers to legally bind the company, to the Programme Operator via registered mail with acknowledgement of receipt, no later than 10 consecutive days after the closing date of this call, post stamp date.

**Address:** Secretary General of the Environment and Energy Transition (SGMATE) – EEA Grants 2014-2021, Rua de "O Século" n.º 63, Piso 3, 1200-433 Lisbon, PORTUGAL.

**10.3** Only fully completed applications including the Term of Responsibility shall be considered for assessment and selection purposes.

**10.4** The applicant entities are responsible for the veracity and authenticity of all the submitted documents and are expressly informed that they may be obliged to submit the original documents to the Programme Operator during any phase of the application process.

## **11. PROJECT SELECTION:**

The project selection procedures follow Chapter 7 of the *'Regulation on the implementation of the European Economic Area Financial Mechanism 2014-2021'* and the *'Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme'*.

### **11.1 Administrative and eligibility criteria:**

Applications must be accompanied by the following documents:

- a) Statement containing the name of the entity, tax number, taxation address, name of the legal representatives and copy of the statutes;
- b) Statement attesting to the fact that there are no debts to the Taxation Authorities or Social Security Authority;
- c) VAT situation of the applicant entity;
- d) Copy of the latest Annual Report.

### **11.2. The application shall contain the following information:**

- a. Title of the project;
- b. Activities, including execution indicators (specific, measurable, attainable, realistic, relevant and timely defined);
- c. Geographic coverage and partnerships, particularly between local authorities (individually or in the form of public associations) leveraging the geographic expression of the applicant projects;
- d. Expected results and forecast of the impact on the organization, territory and/or target group, as applicable, including impact indicators (specific, measurable, attainable, realistic, relevant and timely defined) and proposed targets;
- e. Plan guaranteeing financial sustainability of the project;
- f. Communication Plan;
- g. Project and activities timeline;
- h. Budget (included in Part D of the electronic form);
- i. Summary (Part B of the electronic form);
- j. Please indicate if there were any external consultants involved in the preparation of the initiative application. If yes, who.



k. Annexes, with supplementary information to the application:

- a) Part A – Administrative Information (including CV of the members of the team allocated to the project);
- b) Part B – Description and Summary of the project, in Portuguese and in English, maximum 500 words (including a brief description of the entity’s experience and the team of the project in the priority areas of this call for tenders, along with the identified needs, including objectives and results;
- c) Part C – Detailed Technical Description;
- d) Part D – Financial Information (including the detailed version of the Budget, by year, and a statement attesting to the fact that the amounts stated are those that are normally practiced by the entity, e.g., salaries that correspond to the average remuneration of the Promoters; statement pertaining to the partnership commitment between the applicant entity and the respective partner entities, and the Term of Responsibility).

**11.3** The Programme Operator will review the applications for compliance with administrative and eligibility criteria. Applicant entities whose applications are rejected during this phase may file a complaint in accordance with article 121 and 122 of the Portuguese Administrative Code of Procedure.

## 12. SELECTION CRITERIA:

Applications will be evaluated according to the following criteria, which are assigned a score of 0 points (min.) to 100 points (max.). The overall score for each application is obtained by the following formula:

$$\text{Overall Score (OS)} = [(A \times 0.15) + (B \times 0.05) + (L \times 0.25) + (D \times 0.10) + (E \times 0.10) + (F \times 0.35)] = 100$$

where: A – Technical knowledge of the project team; B – Inclusion of partners from Donor State(s); C – Overall quality of the application submitted; D – System of indicators to be implemented and goals to be achieved; E – Financial sustainability of the project and F – Specific criteria.

Only applications whose A, C, D, E and F values receive a minimum of 50 points will be eligible for funding. The Overall Score (OS) must be equal to or greater than 50 points.

**12.1** The **selection criteria** and their **weighting** shall be as follows:

Selection Criteria	Weighting	Score
A – Technical knowledge of the project team: applicant and partners involved. <ul style="list-style-type: none"> <li>• Partnership with public administration (central, regional and local) will be valued.</li> </ul>	15	0-100
B – Inclusion of partners from Donor State(s)	5	0-100
C – Overall quality of the application submitted: <ul style="list-style-type: none"> <li>• activities (5 points),</li> <li>• budget (5 points),</li> <li>• Communication Plan (10 points) and</li> </ul>	25	0-100

• proposed timetable (5 points)		
D – System of indicators to be implemented and goals to be achieved, including the estimated number of jobs created (if applicable) and a balanced representation of women and men on the project team (2 points)	10	0-100
E – Financial sustainability of the project	10	0-100
F – Specific criteria*	35	0-100
TOTAL	100	

For Criteria E and F, the respective score will be as follows:

**E – Financial sustainability of the project:** this criterion is intended to assess whether the capacity for the proper execution of the project is demonstrated

$$E = [(E1 \times 0.5) + (E2 \times 0.5)]$$

This criterion is assessed on the basis of the following sub-criteria:

- E1. Capacity to support the funding of the Project;
- E2. Financial indicators.

Where:

**E1. Capacity to support the funding of the Project**

Description	Score
Does not demonstrate the capacity to fund the component not subject to co-financing (cannot be assessed due to incomplete information or unverifiable information)	0
Lack of external funding for the promoter	50
Funding already guaranteed (proof)	80
Own funds (proof)	100

**E2. Financial indicators**

Description	Score
Does not present a provisional statement of revenue and expenditure	0
Presents provisional statement of revenue and expenditure	100

**F – Specific criteria:**

<b>Specific selection criteria</b>	<b>Score</b>
Contribution to the application of circular economy principles, in particular by contributing to the reduction of the consumption of disposable plastics and their presence in the ocean	10
Project impact and scalability	10
Potential for dissemination of information and promotion of sustainable behaviour	15
<b>TOTAL</b>	<b>35</b>

**13. SELECTION PROCEDURES:**

13.1. The Programme Operator shall be responsible for evaluating the project and granting funding.

13.2 The Programme Operator shall establish a Selection Committee that shall recommend the projects to be funded within the programme. The Selection Committee shall consist of at least three environment experts, two from Programme Operator and one from DPP. The FMC and the National Focal Point shall be invited to participate in the meetings of the Selection Committee as observers.

The Programme Operator shall review the applications for compliance with administrative and eligibility criteria. Applicants whose applications are rejected at this stage shall be informed and given a reasonable time to appeal that decision.

Each application that meets the administrative and eligibility criteria shall be reviewed by two experts appointed by the Programme Operator, who shall be impartial and independent of the Programme Operator and the Selection Committee.

The experts shall separately score the project according to the selection criteria published with the call for proposals. For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used.

If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert shall be commissioned by the Programme Operator to score the project independently. In such cases the average score shall be used for the ranking of the projects.

The Programme Operator shall provide the Selection Committee with a list of the ranked projects. The Selection Committee shall review the ranked list of projects. It may modify the ranking of projects in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee. If such a modification results in a project's rejection, the affected applicant shall be informed in writing about the justification for the modification. The Selection Committee shall submit the list of recommended projects to the Programme Operator.

The Programme Operator shall verify that the selection process has been conducted in accordance with the "Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021" and that the recommendations from the Selection Committee comply with the rules and objectives of the programme, following such verification, the Programme Operator shall, based on the decision of the selection Committee, make a decision on which projects shall be

supported. If the Programme Operator modifies the decision of the Selection Committee, it shall inform the applicants affected and provide them with a justification.

The Programme Operator shall notify the applicants about the results of the selection process within a reasonable time and publicise the results.

13.3. In accordance with Article 21 of the ‘Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme’ notification shall be provided concerning the reasons, duly justified and substantiated, for rejection of applications based on the verification of the formal admissibility and eligibility requirements. The decision may be appealed within 10 working days.

13.4. Each application that meets the administrative and eligibility criteria will subsequently be reviewed by two experts appointed by the Programme Operator in accordance with Article 22 of the ‘Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme’.

13.5. The experts will score the application separately according to the published selection criteria. For the purposes of ranking projects, the average of the scores awarded by the experts will be used. If the difference between the scores is more than 30% of the highest score, a third expert will be appointed by the Programme Operator. In these cases, the final ranking will consist on the average of the three scores.

13.6. In accordance with Article 23 of the ‘Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme’, after the technical assessment of the accepted applications, the Programme Operator will provide the Selection Committee with a list of projects classified for review. In duly justified cases, the Selection Committee may decide to change the ranking of projects and the ordering of applications. The justification for the changes will be detailed in the Selection Committee meeting minutes. If the change results in the rejection of a project, the applicant will be informed in writing. The Selection Committee will submit the list of projects recommended for funding to the Programme Operator.

13.7. The Programme Operator shall verify that the selection process has been conducted in accordance with the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021” and that the Selection Committee's recommendations are in accordance with the rules and objectives of the Programme. After such verification, the Programme Operator shall decide, on the basis of the decision of the Selection Committee, which projects will be selected. If the Programme Operator modifies the Selection Committee's decision, the affected applicants will be informed.

## **14. COMMUNICATION OF RESULTS**

**14.1.** Within 90 days, the results of the selection process will be communicated individually to each applicant by the Programme Operator and the final list of selected projects will be disclosed.

**14.2.** If the project is approved, a draft contract shall be sent to the promoter, specifying all the terms and conditions of the approved funding.

**14.3.** The draft contract must be returned to the Programme Operator, duly signed and initialled by the applicant's legal representatives, within a maximum period of 20 working days, counted from the date of its receipt, under penalty of revocation of the approval decision.

**14.4.** All rejected applications will be notified to respond within a maximum of 10 days in accordance with the Portuguese Administrative Code of Procedure.

**14.5.** Projects must start no later than 30 working days after the date of signature of the project contract.

**14.6.** Upon receipt of all signed contracts, the Programme Operator will prepare the final list of selected projects and promoters and publish it on the EEA Grants website (<https://www.eegrants.gov.pt/en/programmes/environment>).

## **15. PAYMENT METHODS**

**15.1.** The Programme Operator shall be responsible for processing payments to projects in a timely manner. Interim and final payments will be made after the approval of the respective project reports.

**15.2.** Payments to the promoter shall take the form of advance payments, interim payments and final payment. The level of advance payment shall be set out in the project contract. The maximum level of payment shall be as follows:

first advance payment, up to 25%,

interim payments, 65% and

final payment 10%.

The first advance instalment shall be paid following the signature of the project contract. Subsequent payments shall be paid after the approval of the interim report. The final payment will be paid after the approval of the final report.

Upon approval of the final project report a balance payment, if applicable, shall be made within 1 month.

The approval of project interim and final reports take place 2 months from the submission of the required information.

### **15.3 Structure of the Final Report**

The Final Project Report must contain:

i. Detailed description, namely: summary of the activities carried out; information regarding the involvement of partners, in particular with regard to partners from Donor Countries; information regarding the participants in the Project;

ii. Results achieved, namely: evaluation of the Project's results (at each reporting date);

iii. Description of costs and financial impact assessment;

iv. Description of the Project's contribution to achieving the overall objectives of EEA Grants and the 'Environment Programme'.

**15.4** The frequency and deadline of all reports (interim and final) to be submitted will be half-yearly, and both must be sent within 30 (calendar) days after the respective reference period.

## **16. ADDITIONAL INFORMATION:**

Before submitting the applications, please check the EEA Grants website (<https://www.eeagrants.gov.pt/en/programmes/environment>) and consult the information regarding the Environment, Climate Change and Low Carbon Economy Program, particularly the following documents:

- Electronic Application Form, Annexes and Promoter Manual;
- “Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021”;
- “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”;
- ‘Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme’.
- Information contacts:

e-mail address: [ambiente.eeagrants@sg.mate.gov.pt](mailto:ambiente.eeagrants@sg.mate.gov.pt)

Telephone: (+351) 213 231 644 (José Manuel Pinto) – Available from Monday to Friday, from 10:00 to 12:00 and 14:30 to 16:30.

- Any changes made to the contents of this call shall be announced on the website of the Programme Operator (<https://www.eeagrants.gov.pt/en/programmes/environment/calls/>)
- A section of Frequently Asked Questions (FAQ) will be published on the Website of the Program Operator (<https://www.eeagrants.gov.pt/en/programmes/environment/calls/>) and frequently updated based on the queries from the potential applicants and partners.
- All information regarding this call will be published in the EEA Grants Website within its specific area (<https://www.eeagrants.gov.pt/en/programmes/environment/calls/>)
- All questions shall be answered by email in a timeframe of 3 working days.

## **17. DATA PROTECTION**

All personal data will be processed in accordance with the General Data Protection Regulation (GDPR) of 25 May 2018 and the Data Protection Act (LPD) – Law 67/98 of 26 October 1998.