

EEA Financial Mechanism 2014-2021

Environment, Climate Change and Low Carbon

Economy Programme

Portugal

Matchmaking event

***“Living Labs for Low Carbon and Climate Change Mitigation”, Lisbon,
Portugal***

13 February 2020

Applicants Guide for Participation and Call for Travel Support

1. Background information

The **Environment, Climate Change and Low Carbon Economy Programme - Environment Programme**, is a financial tool of the European Economic Area (EEA) Financial Mechanism 2014-2021.

The Portuguese Environment Programme aims to ensure good environmental status in Portugal’s ecosystems and to reduce the adverse effects of pollution and other human activities. Moreover, the programme seeks to address climate change mitigation and adaptation moving towards a low-carbon economy.

The programme will contribute towards the overall objectives of the European Economic Area (EEA) Grants on reducing economic and social disparities in Europe and strengthening bilateral relations and cooperation with donor states through the development of business and innovation.

Urban areas face specific challenges in terms of climate change mitigation towards a low-carbon economy. Urban centres concentrate resources, knowledge, enterprises and active citizens open to embrace innovative low carbon solutions particularly when associated with information technology.

As such they are the ideal environment to test innovative integrated solutions on energy, environment and mobility.

Living Labs should promote the active participation of citizens, enterprises, public authorities, and local universities.

This call aims to support the participation on the matchmaking event “Living Labs Low Carbon and Climate Change Mitigation” in order to promote the cooperation among the donor states and Portugal on partnership projects on low carbon Living labs. The successful partnerships can apply to the upcoming call#4, “Implementation of Living Labs on Low Carbon and Climate Change Mitigation”, which projects must be implemented on municipalities with 200 000 inhabitants or more.

The projects to be submitted should include testing of products, services, applications and infrastructures, local governance models and awareness campaigns on:

- 1) Circular Economy - resource and waste management, smart water management.
- 2) Sustainable Urban Mobility -transport modes, parking, electric mobility, batteries charging innovative solutions, sharing systems (*carpooling, carsharing and bikesharing*).
- 3) Energy - smart grids, smart meters, intelligent street lighting systems.
- 4) Buildings - zero emissions, passive houses, renewable energy sources.

2. Modalities of Participation:

Applicants can participate in the Event for **Bilateral Meetings** between the Donor States (Iceland, Liechtenstein and Norway) and Portugal.

Participants from the Donor States (Iceland, Liechtenstein and Norway) and Portugal can present their ideas in the **pitching session (three minutes per entity, first in first served)** at 30 maximum.

Participants may bring (expenses incurred by themselves) disclosure materials and other communication brochures that do not exceed the maximum dimension of 210 cm height – 85cm width (first in, first served) at 30 maximum.

3. Objective of the Travel Support facility

The **objective** of the Travel Support is to facilitate establishment of bilateral partnerships between the Donor States (Iceland, Liechtenstein and Norway) and Portugal through the participation on the upcoming matchmaking event on Living Labs Low Carbon Climate Change Mitigation in big cities, under the Programme.

The allocated budget for this call is **EUR 20.000**.

4. Modalities of the Travel Support

The support from the Fund for Bilateral Relations is a travel grant awarded as a lump sum (meaning one standard rate). The following is available for applicants:

- A lump sum Travel Support per entity of EUR 600 for Iceland, Liechtenstein and Norway.
- A lump sum Travel Support per entity of EUR 250 for participants traveling from the Autonomous Regions of Azores and Madeira Portugal.
- For the mainland of Portugal, the travel supports according to the proof of travel provided at EUR 100 (maximum).
- Consecutively assessment/award of grant (until depletion of the budget).
- The Travel Support is awarded as *de minimis aid* under "COMMISSION REGULATION (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis aid*" as published in the Official Journal L 352, 24.12.2013, pages 1-8.
- The travel Support is given by entity and not for participant (each entity can register more than one participant).

5. Procedure for submission of applications

All applications shall be submitted in English in the following platform <https://eeagrants-livinglabs-matchmaking.b2match.io/>

All sections of the online application must be filled in with clear details as follows:

- Entity name, contact person, telephone, e-mail and website;
- The entity registration number;
- Main line of business / economic sector;
- Main purpose of the travel and meetings: description of the project idea/concept to be pursued;
- The expected outcome of the participation at the event.

Applications for travel support from Portuguese entities should be sent to Secretary General (Portuguese Entities). Any annex should be sent to the following email address: ambiente.eeagrants@sgambiente.gov.pt.

- **Applications for travel support from entities from Iceland, Liechtenstein and Norway should be filled in and sent via email to Innovation Norway (maode@innovasjonorge.no).**
- A written approval of the travel support must be obtained from the Secretary General for Portuguese Entities and from Innovation Norway for Icelandic, Liechtenstein and Norwegian Entities. Confirmation in writing will be sent to each applicant from the official Programme e-mail address maode@innovasjonorge.no for Innovation Norway (Icelandic, Liechtenstein and Norwegian Entities) and ambiente.eeagrants@sgambiente.gov.pt for Secretary General (Portuguese Entities).
- For Portuguese Entities, the reimbursement request will be composed of the following documents: (a) Financial Identification Form (the template is available at (b) Proof of travel (e.g. copy of boarding passes) and the confirmation of the participation at the event. The documents mentioned at items (a)-(c) should be sent stamped, signed and scanned and sent to ambiente.eeagrants@sgambiente.gov.pt for Secretary General within maximum one month after the travel took place.
- Entities from Iceland, Liechtenstein and Norway will be reimbursed based on a brief travel report and proof of travel. Further instructions as regards the invoicing will be provided by Innovation Norway.

6. Deadline for submission of applications

Applications will be handled on a consecutive basis and shall be submitted to Innovation Norway (Icelandic, Liechtenstein and Norwegian Entities) / Secretary General (Portuguese Entities) in at any time, but not later than:

- Submission in the platform for **Bilateral Meetings** between the Donor States (Iceland, Liechtenstein and Norway) and Portugal until **12 February 2020, 12:00 (GMT)**.
- Submission in the platform for **pitching session**. The first 30 Entities can send by email address: ambiente.eegrants@sgambiente.gov.pt, until **11 February 2020, 16:30 (GMT)** one Powerpoint MS slide with the brand name / logo of the Entity.
- The first 30 Entities can install **disclosure materials and other communication brochures** until **12 February 2020, 16:00 (GMT)**. Submission in the platform.

7. Eligible applicants

Entities from Portugal, Iceland, Liechtenstein and Norway can apply for funding. The applicants must be constituted as legal entities in Iceland, Liechtenstein and Norway or in Portugal.

The following entities are eligible for financial support under this Call for Travel Support:

- Private or public entities legally established in Iceland, Liechtenstein and Norway or in Portugal (e.g. SMEs, Startups, NGOs, Research Institutions and Universities).

8. Eligible activities and expenditures

- Travel costs in connection to/or associated with the search for partners for donor partnership projects and the development of such partnerships;
- The applicant has to demonstrate that has an eligible project idea, and that will be involved either as a promoter or as a partner performing substantial tasks in the project. The travel has to be performed by the entity awarded the grant.
- Travel Support is awarded per entity.

9. Disbursement of funds and reporting

Grant assistance shall be given as reimbursement of already incurred documented costs. The applicant shall cover the expenditures from own funds and ask for reimbursement from Innovation Norway (Icelandic, Liechtenstein and Norwegian Entities) and Secretary General (Portuguese Entities) after the travel, accordingly section 5 of this Call.

10. Selection criteria

- Participants must have submitted and accepted in the Platform;
- Applications for Travel Support are assessed and awarded by Innovation Norway (Icelandic, Liechtenstein and Norwegian entities) and Secretary General (Portuguese Entities) on a consecutively basis (until the depletion of the available budget);
- In order to be awarded Travel Support the following criteria must be fulfilled:

All sections in the online application are filled in correctly;

The planned activities are within the objective of this Applicants Guide for Participation and Call for Travel Support;

Applicant and partner(s) are eligible;

The purpose of the travel and the meeting must be within one of the four focus areas of this Call;

The company/entity should be in a sound financial situation.