

Culture Programme

OPEN CALL:
**Call 1 – Local development through safeguarding and
revitalization of coastal cultural heritage**

EEA Financial Mechanism 2014 – 2021

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1. The Portuguese Culture Programme

Through the Financial Mechanism of the European Economic Area 2014-2021, Iceland, Liechtenstein and Norway, as Donor States, fund initiatives and projects in 15 Member States of the European Union, with a view to reduce economic and social disparities and strengthen bilateral relations with the beneficiary states.

The Directorate-General for Cultural Heritage (DGPC) was designated Programme Operator of the Culture Programme, in accordance with the Memorandum of Understanding, signed in Lisbon on May 22, 2017 and reviewed on May 14, 2018. The programme designates a funding of €4.397.809 (€3.456.700 from the EEA Grants + € 941109 from the DGPC) to support projects under this Call.

Through this Call, The Culture Programme will support projects that contribute to the conservation, safeguarding and rehabilitation of coastal cultural heritage listed, or in the process of being listed, aiming it's revitalization towards the sustainable development of local communities.

The selected projects will contribute to the achievement of Outcome 1 of the Culture Programme, "Cultural heritage management enhanced" and the Output 1.1 of the Programme "Coastal cultural heritage restored and revitalised" in accordance with Annex I of the Programme Agreement. This Call sets down the rules applicable to the submission of applications.

Without prejudice to the specifications contained in this Call, the provisions of the Regulation on the Implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021 (hereinafter referred to as the "Regulation") fully apply to this Call and should therefore be consulted by the applicants concerning eligibility rules and selection procedures.

The Regulation, the Promoter's Manual, the Application Form, the respective Annexes and other useful information is available on the EEA Grants Portugal website - <https://www.eeagrants.gov.pt/en/programmes/culture/>

Programme Operator (PO): Directorate-General for Cultural Heritage (DGPC) has the responsibility for preparing and implementing the Culture Programme in close cooperation with the Donor Programme Partner. Also provides information to the public on the existence, the objectives, the implementation and achievements of the programme.

Donor Programme Partner (DPP): The Norwegian Directorate for Cultural Heritage (RA) will bring their expertise on cultural heritage management, with a focus on the rehabilitation and promotion of coastal heritage. This will be achieved by working together in the cooperation committee and in the advising process on both the programme preparation and the programme implementation. The DPP will also facilitate networking, exchange, sharing

and transfer of knowledge, technology, experience and good practices between Portugal and Norway, and act as an observer in the selection committee.

2. Aim of the programme

Cultural heritage is valuable as it strengthens the relationship between humans and their surrounding environment, strengthening feelings of belonging, understanding and equality, stimulating creative processes and innovation.

The EEA Grants stimulate the safeguarding of cultural heritage, cultural entrepreneurship and cultural cooperation because of the sector's role in local and regional development, capacity development and social inclusion. Therefore, the important impact of cultural heritage on the regeneration and renewal of human societies is widely recognized, since it contributes greatly to the strengthening of socio-cultural cohesion, job creation, economic growth and environmental sustainability.

The protection and enhancement of cultural heritage is a national priority as referred to in Law no. 107/2001 of 8 September, that sets the basis for policy and protection of Portuguese cultural heritage, and is a duty of the State and citizens. Ensuring the preservation of national immovable and movable cultural heritage, as well as its contexts, contributes to strengthening the historical cultural awareness of transnational scope, enlivening cultural identity and promoting citizen participation and community involvement.

The programme is also aligned with international and national strategies, namely *2030 Agenda for Sustainable Development*, which promotes culture as a key element for the promotion and reinforcement of social and territorial development, and *National Strategy for the Sea 2013-2020*, which recognizes the importance of maritime cultural heritage as a Portuguese identity to stimulate integrated territorial strategies and sustainable development.

2.1 Priority area: Coastal cultural heritage protection

The coastal cultural heritage represents an important testimony of memory and identity, both individual and collective, assuming a fundamental value for the sustainable development of local communities and contributing effectively to the promotion of populations quality of life.

The need for conservation and revitalization of coastal cultural heritage is a priority, since:

1. Coastal cultural heritage is at risk because of its vulnerability and exposure to natural hazards, magnified by climate changes effects (rise in sea temperature and sea level, increase in the number of extreme weather events) and man-made hazards (pressure from urban development and to the growing tourist influx in coastal areas and coastline communities);
2. Coastal cultural heritage has been deprived of cross-sectoral policies and integrated management approaches with other governance areas (environment, land planning,

infrastructures and emergency management) that would effectively promote its safeguard and revitalization;

3. It is a fundamental resource for the empowerment of local communities and populations, through reconnection with their own identity/ memory and the reinforcement of values that foster sustainable local development;
4. It is a key element in the resilience of local communities;
5. It contributes to the education of the population.

2.2 Outcomes and outputs

The aim of this call is to contribute to the sustainable development of local communities for their inclusion and cohesion, combating regional asymmetries and increasing development of the local socio-economic context. Job creation, capacity building within organizations, an increase in the number of cultural heritage visitors, reaching different target groups, and improvement of cultural entrepreneurship, are some of the expected results concerning the selected projects.

This call will support the safeguarding and revitalization of coastal cultural heritage and give it new functions in and for the local community for example as community spaces, cultural venues, traditional crafts centers and local businesses, creative cultural clusters, among others, preventing the loss for the local communities of their own collective memory.

Projects should be developed with a local partnership and must present a development plan on sustainable use of the cultural heritage as an open resource for the local communities. The plan should demonstrate how the project is anchored in the local community, and in what way will bring benefits for the population, business and industry.

The coastal cultural heritage integrates a wide range of cultural assets that are located in the interface or transition areas between land and sea, including estuary rivers, associated with defense functions and economical activities related to the exploitation of the marine and fluvial resources and cultural manifestations by the coastal communities. This includes architectural heritage (coast defense fortifications, light houses, religious monuments, buildings of historical interest, such as markets, factories, fishing quarters or historical centers, among others), movable integrated heritage and archaeological heritage (traces of human occupation in coastal areas and exploitation of sea resources – housing settlements of different eras, Roman fish salting factories, prehistoric shell deposits, among others).

Intangible cultural heritage is also covered by this call. This includes practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their own cultural heritage. Therefore projects under this call must consider the intangible cultural heritage manifestations related with the immovable cultural heritage which is intended to recover and include them in the project as one piece of the cultural heritage revitalized.

The projects to be selected under this Call - "Safeguarding and Revitalizing Coastal Cultural Heritage" should contribute to the following Programme Outcomes and Outputs:

Table 1 – Culture Programme Outcomes and Outputs

Programme Outcomes
Annual number of visitors to supported cultural heritage sites and cultural heritage-related events
Number of jobs created (by gender, age)
Annual revenue (in €) generated by revitalised cultural heritage sites
Programme Outputs
Number of sustainability plans on use of cultural heritage developed
Number of immovable cultural heritage assets preserved
Number of new activities/functions established in restored cultural heritage assets
Number of intangible cultural heritage manifestations included in the project as one piece of the cultural heritage revitalized

3. Eligibility

3.1 Eligible applicants

The eligible applicants shall comply with the general principles on the eligibility of the Programme, according to article 7.2.1 of the Regulation. The eligible applicants are: Any entity, public or private, commercial or non-commercial and non-governmental organizations, established as a legal person in Portugal, as well as natural persons who are legal residents in Portugal.

Within the scope of this call, each eligible project promoter can submit more than one application, however only the highest in score will be selected for funding. The project promoter can be accepted as a partner in applications from other eligible applicants.

If the promoter is a private entity the establishment of a partnership with a public entity from local, regional or national level, will be mandatory.

3.2 Eligible project partners

Within the scope of this Call, for the implementation of the project a partnership will be required if the project promoter is a private entity.

According to article 7.2.2 of the Regulation the eligible applicants are: Any entity, public or private, commercial or non-commercial and non-governmental organizations, established as a legal person in Portugal or in one of the Donor States, as well as natural persons who are legal residents in Portugal or in one of the Donor States.

Preference is given to applications that establish partnerships with entities of the Donor States, and will be positively evaluated in the selection process.

The project partners must comply with the provisions of Article 7 of the Regulation.

3.3 Eligible project activities

3.3.1 Types of activities

Projects may include a combination of activities including works or interventions for conservation, restoration, rehabilitation and revitalization of coastal cultural heritage, combined with dissemination and enhancement of traditional manifestations, practices, knowledge and techniques. The eligible cultural assets must be placed in the interface or transition areas between land and sea, including estuary rivers. For such, the projects should comprise the following:

- a. Immovable heritage listed or in the process of being listed, as defined in Law 107/2001, September 8th and developed by Decree-Law 309/2009, October 23rd;
- b. Movable cultural heritage integrated in immovable cultural property, identified as such in the listing act or in the process of being listed, as defined in Decree-Law 140/2009 of June 15th;
- c. Intangible heritage as defined in Decree-Law 139/2009 June 15th, revised by Decree-Law 149/2015, August 4th and in the Convention for the Safeguarding of the Intangible Cultural Heritage of UNESCO, approved by Resolution of the Assembly of the Republic 12/2008, January 24th, and ratified by Decree of the President of the Republic 28/2008, March 26th.

Activities within the projects must include cultural assets from category c) in combination with cultural assets from category a) and / or b).

The coastal Cultural Heritage which is eligible within the scope of this Call, are those within the following legal protection categories: national interest, public interest, municipal interest, or in the process of being listed, as defined in Law 107/2001 September 8th.

3.3.2 Duration of projects

The duration of the project is between 24 and 48 months. The projects must be finalized by 30th April 2024.

3.3.3 Funding

The total amount available under this Call is €4.397.809 with a maximum grant per project of €750.000 and a minimum of €500.000.

The total amount of the projects must be distributed approximately in the following way:

- a) 75% for restoration and rehabilitation of listed immovable cultural heritage or in the process of being listed, including its integrated movable cultural heritage (hard measures);
- b) 25% for valorization of intangible cultural heritage related with expressions, manifestations, traditional knowledge and techniques of the local communities and in a close link with the cultural assets to be intervened (soft measures).

3.3.4 Financing rate

The eligible costs of the selected project will be financed to a maximum rate of 85%, with the remaining 15% being provided by the promoters.

3.3.5 Territorial scope

The Programme will support projects in Portugal mainland and in the Autonomous Regions of the Azores and Madeira.

3.4 Eligible expenditures

3.4.1 Eligible expenditures actually incurred within the project

Eligible expenditures of projects are those actually incurred within the project, which meet the following criterion (article 8.2 of the Regulation):

- a) For the purposes of eligibility of expenditures, only those that are celebrated in compliance with public procurement rules;
- b) They are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- c) They are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- d) They are proportionate and necessary for the implementation of the project;
- e) They must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a consistent manner with the principles of economy, efficiency and effectiveness;

- f) 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 laws;
- g) They comply with the requirements of Portuguese applicable tax and social legislation;
- h) Expenditures are considered to be incurred when billed, paid and delivered (in the case of assets) or executed (in the case of services and works). Exceptionally, costs related to receipts that have been issued in the last month of eligibility may also be eligible if paid within 30 days of the project completion date.

3.4.2 Eligible direct expenditures

Eligible direct expenditures (article 8.3 of the Regulation):

- 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;
- b) Studies, plans, projects, preparatory activities and advisory services directly related to the operation;
- c) Construction and other engineering works;
- d) Conservation and restoration works;
- e) Supervision, safety coordination and technical assistance;
- f) Tests and trials;
- g) Price revisions resulted from the applicable legislation and the contract, up to a limit of 5% of the eligible value of the works actually executed.
- h) Travel and subsistence allowances for staff taking part in the project;
- i) Cost of new or second-hand equipment, provided that they are amortized in accordance with the applicable accounting rules. Only the proportion of the amortization corresponding to the duration of the project and the actual utilization rate in the project can be considered. It must be demonstrated that the acquisition of the equipment is not possible outside the scope and execution of the project and that this expenditure complies with the principles of economic reasonableness, efficiency and effectiveness and cost / benefit ratio. 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, be eligible;
- j) Costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- k) 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 Portuguese public procurement;
- l) Expenditures that result directly from the obligations imposed by the project contract (communication, evaluation, translation or reproduction).

3.4.3 Indirect costs

Indirect costs in projects (overheads) (article 8.5 of the Regulation):

Indirect costs may not include any eligible direct costs. Indirect costs of the project shall represent a fair apportionment of the overall overheads of the Project Promoter or the project partner.

The method of calculating the indirect costs and their maximum amount shall be determined in the project contract. The method of calculation of indirect costs of a project partner shall be stipulated in the partnership agreement between the Project Promoter and the project partner.

Project promoters and project partners may identify their indirect costs according to one of the following methods:

- a. based on actual indirect costs for those Project Promoters and project partners that have an analytical accounting system to identify their indirect costs as indicated above;
- b. a flat rate of up to 25% of total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter or project partner – the application of this method is subject to the calculation of the rate on the basis of a fair, equitable and verifiable calculation method or a method applied under schemes for grants funded entirely by the Beneficiary State for similar types of Projects;
- c. a flat rate of up to 15% of direct eligible staff costs without there being a requirement for the Programme Operator to perform a calculation to determine the applicable rate; or
- d. a flat rate applied to direct eligible costs based on existing methods and corresponding rates applicable in European Union policies for similar types of project;
- e. in the case of Project Promoters or project partners that are international organisations or bodies or agencies thereof, indirect costs may, in line with specific provisions in the programme agreement, be identified in accordance with the relevant rules established by such organisations.

3.4.4 Excluded costs

Excluded costs (article 8.7 of the Regulation):

- a) The operating or maintenance costs linked to infrastructure or equipment shall not be financed;
- b) Interest on debt, debt service charges and late payment charges;
- c) Charges for financial transactions and other purely financial costs, except costs related to accounts required by the constitution of specific bank accounts by the project contract;
- d) Provisions for losses or potential future liabilities;
- e) Exchange losses;
- f) Recoverable VAT;
- g) Costs that are covered by other sources;

- h) Fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- i) Excessive or reckless expenditure.

3.4.5 Payment model

The Programme Operator will ensure that payments to projects are made in a timely manner. Interim and final payments to the projects shall be based on approved project reports.

Payments of the project grant shall take the form of advance payments, interim payments and a final payment. The level of advance payment to projects shall be set out in the project contract. After approval of projects, the Programme Operator will disburse the first instalment of advances to promoters as approved in the application. The project promoters will receive next interim payments only when 50% of the previously provided payment has been reported as incurred in the project interim reports. The last 10% of funding will be paid after approval of the final report.

The project promoters are entitled to an initial advance payment (15%), to be paid within 1 month from the submission of a request after signature of the project contract, according to the following conditions:

- a. Return of the financing contract duly signed and initialled by the entity official representative;
- b. Verification of the contributory situation before the tax authority and the Social Security, by presenting a non-debt declaration or a declaration authorizing access to the information concerned.

The periodicity of reporting periods, and deadlines for reporting will be further detailed in the description of the Programme Operator's management and control systems.

4. Project selection process

Projects shall be selected through calls for proposals organized in accordance with the article 7 of the Regulation.

4.1 Submission of application

The period for submitting applications runs from 05.09.2019 to 04.05.2020 at 17:30:00 (GMT).

The applications shall be submitted electronically, by e-mail, to eeagrantsculturept@gmail.com, using the application forms and its annexes available on the EEA Grants Portugal website - <https://www.eeagrants.gov.pt/en/programmes/culture/>

One copy of the application form, annexes and the original term of responsibility (which must be signed by one of entity official representative) must be sent to the Programme Operator's office, by registered mail with advice of receipt, or delivered to the DGPC's office, within 10 days after the digital documents submission, to the address below:

Address:

Direção-Geral do Património Cultural
Palácio Nacional da Ajuda – Ala Norte - 1349-021 Lisboa – PORTUGAL

Only full applications, including the term of responsibility, delivered to the abovementioned address and within the stipulated time, will be considered for evaluation and selection process.

Eligible applicants are responsible for the veracity and authenticity of all documents submitted and they may be required to submit complementary documents or additional clarification to the Programme Operator, at any stage of the selection process.

4.1.1 Submission form

The application must be submitted in a form of Submission form containing the following information:

- a) Project promoter identification;
- b) Identification of the Partners involved and the relevance of the partnership;
- c) Description of the project aims, activities planned and expected impacts;
- d) Timeline;
- e) Detailed description of the budget.

4.1.2 Annexes

The application must also include the attached following documentation:

- a) Risk management plan proposal for the property to be intervened, including the following information:
 - i. Multi-risk analysis (natural and man-made hazards) and identification of indicators of exposure and vulnerability of the cultural assets;
 - ii. Identification of intervention priorities in accordance with the different identified hazards, using maps
 - iii. Definition of the protection measures to be implemented aimed at controlling or limiting damage to this heritage;
 - iv. Definition of priority evacuation routes and conditions for access to assets in case of emergencies.
 - v. Prediction of a periodic updating of the risk management plan.
- b) Sustainability Project Plan demonstrating the viability after the investment, for a minimum period of five years;
- c) Communication Plan according with article 2.3, annex 3 of the Regulation;

- d) Copy of the request for previous information to conduct works or interventions in cultural heritage assets, as stated in Decree-Law 140/2009 of June 15th and Law 107/2001, September 8th, accompanied by the approval decision of the legal administration service responsible for cultural heritage safeguarding and correspondent municipal authority (Municipality);
- e) Sectorial opinions from other public administration entities if required (e.g APA, ICNF, DRC's)
- f) Declaration of commitment of partnership between the promoter and its partner entities;
- g) Term of Responsibility;
- h) Description of the contribution of the project for each of the selection criteria, taking into account their respective assessment parameters, with the relevant documentation;
- i) Declaration of non-existence of debts to Finance or Social Security;
- j) Certificate attesting the applicant's VAT rate;
- k) Last approved financial report.

4.2 Selection criteria

The applications will be evaluated according to the valuation of the criteria and subcriteria in table 2 and their merit.

The methodology of calculation for selection and ranking of applications to be supported is based on the Merit of Application (MA), which is determined by the sum of the total score of the subcriteria.

The subcriteria scores are assigned on a scale of 1 to 5 or 7,5.

The applications that receive a final score under 50 points within the evaluation process will not be considered for grant.

With this Call, the MA - Analysis Reference Framework is made available.

Table 2 – Selection Criterion Evaluation

Criterion	Score
A - Clarity and appropriateness of the conservation and rehabilitation methodologies to intervene on the immovable and integrated movable heritage, taking into account:	
1) The cultural assets features, in accordance with their vulnerability and exposure to hazards;	7.5
2) The cultural assets and its surrounding area in accordance with the spatial and environment features;	5
3) The compatibility of the proposed systems and materials with those existing;	5
4) The authenticity of cultural assets and values, for their later appropriation by the community.	7.5

B - Active involvement and engagement of the communities:

1) Number of dissemination and awareness actions to different public including knowledge-exchange and sharing practices;	7,5
2) Inovative communication proposals;	5
3) Use of new digital technologies on the dissemination strategy;	5
4) New participative approaches that promote the valorization of knowledge, manifestations and cultural practices of the community.	7,5

C - Strategy for the revitalization of the cultural assets and the sustainability of the project:

1) New proposed space function for the property;	7.5
2) Creation of new jobs;	5
3) Promoter's capacity to implement the project sustainability;	5
4) Project contributions to support local development and entrepreneurship based on local agents involvement.	7.5

D - Adequacy of national and international partnerships:

1) Establishment of partnerships between national and local entities to implement the project;	5
2) Establishment of partnerships with Donor States Entities.	5

E - Contributions to the achievement of the aims of the Programme:

1) Ensure the project contributes for the efficacy for the implementation of safeguarding and valorization cultural heritage policies	5
2) Project contributions to implement the Programme outcomes;	5
3) Project contributions to implement the Programme outputs.	5

TOTAL **100**

4.3 Selection procedure

The project evaluation and award of grants is accordance with Article 7.4 of the Regulation. The Programme Operator will be responsible for evaluating and reviewing applications to verify compliance with administrative and eligibility criterion and for award of grants. Applicants whose applications are rejected at this stage shall be informed and given a reasonable time to appeal that decision in accordance with articles 121 and 122 of the CPA.

Each application that meets the administrative and eligibility criterion will be subject to an initial review by two experts nominated by the Programme Operator, in an impartial manner, one of which is independent of the Programme Operator and the Selection Committee.

The experts will separately score the application according to the aforementioned selection criterion, on a scale between 0 and 100 points. The average of the scores attributed by the experts will then be calculated. If the difference between the given scores is more than 30% of the highest score, a third expert, who shall be impartial and independent of the Programme Operator, shall be commissioned to evaluate the project independently. In such cases the average score of the two closest scores will be used for the ranking of the projects.

The Programme Operator will establish a Selection Committee that will recommend the projects to be financed and which will be composed of three experts in Cultural Heritage and Architecture. One of the experts will be external and independent of the Programme Operator.

The Programme Operator will provide to the Selection Committee a list of the ranked projects. In duly justified cases, the Selection Committee may decide to change the classification and ranking of applications. The justification for the changes will be detailed in the minutes of the Selection Committee meeting. The Selection Committee will then present the list of projects recommended to the Programme Operator.

The Programme Operator will verify if the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the Programme. Following such verification, the Programme Operator will, 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, the applicants affected will be informed.

The Donor Programme Partner (the Norwegian Directorate for Cultural Heritage), the Financial Mechanism Committee, the National Focal Point and the Royal Norwegian Embassy will be invited to participate in the selection procedures as observers.

The experts selected by the Programme Operator and Selection Committee, who are involved in the application selection process, are required to sign a declaration of conflict of interest.

Applicants whose applications are rejected may submit a complaint in accordance with articles 121 and 122 of the CPA, being granted a maximum period of 10 working days to submit any claims, counted from the date of the notification reception.

4.4 Communication of selection results

The results of the selection process will be communicated individually to each applicant by the Programme Operator within 90 days, and the final list of the selected projects will be disclosed on the EEA Grants Portugal website - <https://www.eeagrants.gov.pt/en/programmes/culture/>.

In the case of approval of funding, a proposal for contract should be sent to the project promoter, where all terms and conditions of the approved funding are specified.

If the conditions of the approved funding are accepted, the project promoter must return the proposed contract to the Programme Operator within 20 working days from the date of reception, duly signed and initialed by those responsible, under the law, for the entity, at the risk of having the decision revoked.

Project promoters must start the project no more than 30 working days after signing the contract of the project.

Upon receipt of all signed contracts, the Programme Operator prepares the final list of selected projects and promoters and publishes them on the website for the EEA Grants Portugal - <https://www.eeagrants.gov.pt/en/programmes/culture/>.

5. Additional information

Before applying please consult the Culture Programme information on the EEA Grants Portugal website - <https://www.eeagrants.gov.pt/en/programmes/culture/>, in particular the following documents:

- a) Application Form, Annexes and the Promoter Manual;
- b) Memorandum of Understanding;
- c) Regulation on the implementation of the European Economic Area 2014-2021;

Any modification to this call will be published in the website of EEA Grants, at least three working days before the date of entry into force.

For more information please contact:

E-mail: eeagrantsculture@dgpc.pt | Telephone number 213614200 | Schedule: working days, from 10 am to 12 pm and 14:30 to 17 pm (GMT +1).

Written answers will be provided by the Programme Operator up to a maximum of 5 working days.

The description of the management and control system is under approval.