

Culture Programme

Open Call:

**Call 2 – Connecting Dots – Arts mobility and audience
development**

EEA Financial Mechanism 2014 - 2021

1. THE OPEN CALL CONNECTING DOTS – ARTS MOBILITY AND AUDIENCE DEVELOPMENT

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 aimed 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 22nd, 2017 and revised on May 14th, 2018.

Directorate-General for the Arts (DGARTES) is the Programme Partner responsible for the Open Call «Connecting Dots – Arts Mobility and Audience Development», with a funding of 3.273.000,00 euros.

Through this Call for Proposals, the Culture Programme will support multidisciplinary arts programming projects designed for local communities that contribute to the strengthening of arts provision, access and participation in low-density territories with a strong emphasis on bilateral cooperation at project and outcome levels.

The selected projects will contribute to the achievement of Outcome 2 of the Culture Programme, «Improved access to contemporary arts», and the Output 2.1 of the Program, «Support for contemporary arts provided», in accordance with Annex I of the Program Agreement.

This Call text 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 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 Manual, the Application Form, the respective Annexes and other useful information is available on the EEA Grants Portugal website - www.eeagrants.gov.pt.

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

Programme Partner: Directorate-General for the Arts (DGARTES) is the central department of the Ministry of Culture in charge of coordinating and implementing policies for the support of the arts in Portugal and has is responsible for the preparation

and implementation of outcome 2 under Culture Programme in close cooperation with the Donor Programme Partner and the Programme Operator.

Donor Programme Partner: Arts Council Norway (ACN) will bring their expertise on the arts management and Norwegian arts sector and organizations and is responsible for organizing dissemination actions and establishing contacts with artistic entities from Norway. ACN takes part in the cooperation committee, advises on the programme preparation and implementation and acts as an observer in the selection committee.

2. PROGRAMME AIM AND OBJETIVES

The main objective of the Culture Programme embodied in the Open Call “Connecting Dots – Arts Mobility and Audience development” is cultural dialogue increased and European identity fostered through understanding of cultural diversity in the context of contemporary arts participation and project making. It stimulates access to the multicultural diversity of contemporary art and culture, and promotes cultural exchange of living art between Iceland, Liechtenstein and Norway (the Donor States) and Portugal.

Cultural cooperation between artists and experts, arts organizations and institutions from Portugal and Donor States is an essential feature of the Open Call “Connecting Dots - Arts Mobility and Audience Development” in which projects will include mandatory partnerships between one or more Portuguese artistic entities, one or more donor states artistic entities and one or more Portuguese hosting municipalities.

The hosting municipalities partners define the main territorial and population scope of the project’s development and implementation, and provide resources to the projects namely technical, financial and infrastructural resources such as cultural venues, personnel and connections with other local agents (in social, cultural and educational sectors).

The call aims at reinforcing the arts provision, access and arts participation by supporting multidisciplinary artistic programming projects designed for local and regional stakeholders and audiences, and communities in low density territories and in the Azores and Madeira Islands.

The projects may include the creation of new artistic productions/works, the programming of pre-existing productions/works, and specific actions to increase audience development, involving the local communities and enabling individuals and target groups to actively participate in the arts creation and fruition.

The Call promotes the mobility of artists and artistic productions in Portugal and the creation of regional and national networks, allowing for increased exchange of artistic projects, know-how transfer, problem solving opportunities and values sharing.

The Call shall also contribute to the achievement of the following cross-cutting objectives: good governance, environmental issues, sustainable development and gender equality.

About the DGARTES capacity building programme

During the projects' implementation, DGARTES will be responsible for the organization and presentation of capacity building actions to be established in close cooperation with the project promoters and experts, artists and arts sector organizations from Portugal and the Donor States.

Capacity building actions will contribute to foster the arts projects' development and objectives and to reinforce exchanges/sharing of experiences, networking and knowledge transfer at project level between Portugal and Donor States.

They will provide local agents participating in the implementation of the selected projects with skills relevant to conceptualise, propose and present professional arts projects in the future, furthermore strengthening long term impact of the projects and sustainability of local artistic interventions.

Participation in the capacity building actions is not mandatory and is free of charges for the attendants. Project promoters are expected to identify potential participants among the local and regional actors engaged in the project implementation and to organize and coordinate their enrolment and participation in the training actions.

3. PROGRAMME OUTCOMES AND OUTPUTS

Projects to be selected under this Open Call shall contribute to the Culture Programme objectives, results and indicators associated with Outcome 2:

A - Outcome 2 indicators:

- Annual number of people attending supported contemporary arts events;
- Number of jobs created (disaggregated by gender, age);
- Number of artistic productions programmed in low-density municipalities;
- Number of local residents in low-density municipalities involved in creative processes supported by the programme;
- Number of low-density municipalities involved in the development of contemporary arts projects;
- Number of public presentations of the artistic productions programmed in low-density municipalities;
- Number of new partnerships developed between arts organizations in Portugal, Portuguese municipalities, and donor state entities;

- Number of participants in training actions organized by the programme¹.

B – Bilateral Outcome indicators:

- Share of cooperating organizations who apply the knowledge acquired from bilateral partnership;
- Share of contemporary arts produced bilaterally;
- Number of projects involving cooperation with a donor project partner;
- Number of professionals from DS involved in knowledge sharing with BS;
- Number of professionals from BS involved in knowledge sharing with DS.

4. PROJECT ARTISTIC AREAS

The Call will support the development of multidisciplinary programming projects, designed for local communities in low-density municipalities in Portugal involving activities on at least two of the following cultural and creative areas: architecture, contemporary circus, cross-disciplinary, dance, design, new media, music, photography, plastic arts, street arts, and theatre. Cinema and literature can only be considered as complementary of the above mentioned areas.

5. PROJECT ACTIVITIES

Projects may include a combination of activities including the creation, production and circulation of new artistic productions/works, the programming and dissemination of pre-existing productions/works, and specific actions to increase audience development, at local and regional level, resulting in public presentations and involving the local communities and enabling individuals and target groups to actively participate in the arts creation and fruition.

6. DURATION OF PROJECTS

The projects must be implemented within a minimum period of 18 months and a maximum of 24.

7. AVAILABLE FUNDING

The total amount available under this call for proposals is €3.273.000,00 with a maximum grant per project of €400.000,00 and a minimum grant per project of €250.000,00 of the total amount of the eligible expenditures.

¹ This output indicator measures the applicant projects contribute to the capacity building actions and refers to the number of participants in the implementation of the projects that will engage in the training actions (local and regional cultural and artistic entities, municipalities and other local authorities and agents).

8. FINANCING RATE

The eligible expenditures of the selected projects will be financed by the programme to a maximum rate of 85% up to a maximum of €400.000,00 and the corresponding minimum 15% will be provided by the applicants/project promoters as co-financing.

The applicants/project promoters co-financing of 15% of the project shall be in the form of cash, including electronic transfers, with the exception for projects in which the applicant is an NGO. In these cases, in-kind contributions in the form of voluntary work may constitute up to 50% of the co-financing for the project required by the programme (according to paragraphs 1 to 6 under Article 6.4 of Regulation).

9. SUBMISSION OF APPLICATIONS

The period for submitting applications runs from 5 of September 2019 to 28 of October 2020, 17:00 (Lisbon hour).

Applications are to be submitted through the DGARTES electronic platform and electronic application form available for that purpose on the EEA Grants Portugal website - www.eeagrants.gov.pt. Hard copy applications will not be considered to be an eligible application.

10. TERRITORIAL SCOPE

The Programme will support projects developed in the Mainland Portugal (in accordance with the low density territories identified in Annex III of the «National Programme for Territorial Cohesion» approved by the RCM n.º 72/2016, on November 24th) and in the Autonomous Regions of the Azores and Madeira. The Promoter's Manual includes indication of eligible and non-eligible municipalities in Mainland Portugal.

11. ELIGIBILITY OF APPLICANTS AND PARTNERS

The Programme aims at selecting and providing financial support to 8 up to 13 artistic programming projects to be implemented and developed in low density municipalities of the Mainland Portugal in the Autonomous Regions of the Azores and Madeira (as indicated in the territorial scope section).

The applications shall be promoted by mandatory partnerships between one or more artistic entities from Portugal, one or more artistic entities from any of the Donor States (Iceland, Liechtenstein and Norway) and one or more municipalities from Portugal.

The applicant/project promoter shall necessarily be an artistic entity legally based in any municipality of Portugal. The project promoter will be responsible, as project leaders, for the contracting with DGARTES and the reporting within the project

implementation, including accounts, to the DGARTES and other bodies involved in the management and control systems, monitoring and auditing.

The **applicant/project promoter** must comply with the following requirements:

- a. Be a private entity or non-governmental organisation established as a legal person in Portugal that develops professional activity in the cultural and artistic sectors as defined in the Decree-law n.º 103/2017, 24.08, that regulates the DGARTES public funding for the Arts, exercising a regular activity in the field of the artistic areas of the projects (natural persons and private law foundations with a continued financial support by the Portuguese State, under the Culture Budget Programme are not eligible as project promoters under the above mentioned Decree-law);
- b. Full compliance with tax and Social Security obligations;
- c. Not being in any irregular pending situation vis-à-vis DGARTES;
- d. Not having been previously supported by DGARTES for the same activity under consideration.

Mandatory partners must comply with the following requirements:

- a. Municipalities in low-density areas in Mainland Portugal, in accordance with the territories identified in Annex III of the «National Programme for Territorial Cohesion» approved by the RCM n.º 72/2016, on November 24th and in the Azores and the Madeira Islands;
- b. Artistic entities from the Donor States may be any entities, public or private, commercial or non-commercial and non-governmental organisations established as a legal person (natural persons are not eligible) in one of the Donor States and whose principal activity is in the cultural and creative sectors as defined in EU Regulation 1295/2014 on the Creative Europe Programme and natural persons who are legal residents in Liechtenstein in accordance with article 7.2.3. of the Regulation.

Non-mandatory partners can be any entities, public or private, commercial or non-commercial and non-governmental organisations established as a legal person (natural persons are not eligible) in Portugal or in one of the Donor States and natural persons who are legal residents in Liechtenstein in accordance with article 7.2.3. of the Regulation.

Applicants may apply with different projects but only one will be contracted, according to rules in the selection procedure section.

12. ELIGIBILITY OF EXPENDITURES

12.1 Eligible expenditures actually incurred within the project

Eligible expenditures of projects are all expenditures actually incurred within the project, which meet the following criteria (in accordance with the principles and criteria identified in Article 8.2 of the Regulation):

- a. For the purposes of eligibility of expenditures, only those that are celebrated under public procurement law (Decree-Law no. 111-B/2017, of August 31);
- 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.

12.2 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. Travel and subsistence allowances for staff taking part in the project;
- c. Costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- d. 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 use of the equipment to be acquired is not possible outside the scope 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;
- 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 Portuguese public procurement;

- f. Expenditures that result directly from the obligations imposed by the project contract (communication, evaluation, translation or reproduction);
- 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. Publications, studies, analysis and any preparatory activities and advisory services directly related to the operation;
- i. Costs of materials and services needed for running the project and related with the organisation and service of events within the project;
- j. Fees (notary fees, bank fees for opening and managing an account);
- k. Licence fees;
- l. Costs of renting and hiring office space for the project;
- m. Costs of information action and promotion on the project;
- n. In-kind contribution in the form of voluntary work up to 50% of the 15% co-financing required by the programme for the project in the cases where the applicant/project promoter is an NGO.

12.3 Eligible indirect expenditures (according to 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 Project and Project Promoter;
- 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 and Project Promoter;

- 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.

12.4 Ineligible expenditures

The following expenditure categories shall be considered non-eligible:

- a. Purchase of land and real estate;
- b. Amortisation and purchase of fixed assets, including purchase of musical instruments;
- c. Awards and scholarships;
- d. In-kind contribution in the form of materials or services with the exception of voluntary work up to 50% of the 15% project promoter co-financing required by the programme for the project in the cases where the applicant/project promoter is an NGO;
- e. Interest on debt, debt service charges and late payment charges;
- f. Charges for financial transactions and other purely financial costs, except the costs related to accounts required by the FMC, the National Focal Point or the applicable law and the costs of financial services imposed by the project contract;
- g. Provisions for losses or potential future liabilities;
- h. Exchange losses;
- i. Recoverable VAT;
- j. Costs that are covered by other sources;
- k. Fines, penalties and costs of litigation due to legal infringement of any kind, except where litigation is an integral and necessary component for achieving the outcomes of the project;
- l. Excessive or reckless expenditure;
- m. Other kind of expenditures not described in the Eligibility of Expenditures.

13. DATE FOR ELIGIBILITY OF EXPENDITURES

Only costs actually incurred within the project between the first and final dates of eligibility of the project as specified in the project contract shall be eligible (in accordance with paragraph 2 under Article 8.2 of the Regulation).

14. PAYMENT MODEL

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. The sum of the initial advance payment together with the interim payments shall not exceed 90% of the total amount approved for the project.

The project promoter is 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 person who holds powers to bind the artistic entity;
- 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.

DGARTES, together with the project promoter, shall define the periodicity and the amount of the interim payments according to the needs identified in each phase of the project development.

The requests for interim payments shall be done according to the timeframe of activities. The interim payments shall be paid within 1 month after the approval of project interim reports. The interim payments execution shall depend on the compliance with the obligations established until the date of payment and on a payment plan approved in accordance with the budget and activities to develop in the period subsequent and approved applications.

The final payment (10%) will be paid 1 month after approval of the final report.

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

15. SELECTION PROCESS AND DECISION

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

15.1 Formal assessment

DGARTES shall be responsible for reviewing the applications for compliance with administrative and eligibility criteria.

15.1.1 Administrative criteria review

- a. Compliance with the deadline for submitting the application;
- b. Compliance with the method for the delivery of the project application;
- c. Confirmation that the application is fully completed with all mandatory documents.

The application must be submitted with the following mandatory documents:

- a. Copy of the document of establishment and related statutes of the project applicant, duly updated, as well as copy of the minutes certifying the current board members or, if subject to commercial registration, copy of the commercial register exhibiting all registers in force, and whose object evidences the exercise of an activity supported within the artistic areas: architecture, contemporary circus, cross-

- disciplinary, dance, design, new media, music, photography, plastic arts, street arts, theatre;
- b. Certificate attesting the promoter's VAT system;
 - c. Declaration for good repute and integrity purposes, issued in accordance with the model set out in Annex II of the Public Contracts Code (Decree-Law no. 111-B/2017, of August 31 – public procurement law);
 - d. Updated certificate issued by CASES (António Sérgio Cooperative for Social Economy), if they have the status of cooperatives;
 - e. Partnership Declaration of Intent signed by all mandatory partners taking part in the consortium;
 - f. Documents attesting any licenses required for the exercise of the activity or declaration of honour stating it;
 - g. Declaration of commitment relating to the financing source from the beneficiary entity;
 - h. Documents attesting the authorizations or requests relating to works that involve copyright and related rights for the activities set forth in the contract or declaration of honour stating it;
 - i. Any other documents identified in the project application forms and required as part of the project application.

15.1.2 Eligibility criteria review

- a. Eligibility of the promoter and the mandatory partners;
- b. Compliance of the proposed implementation period and the requested grant amount with the permissible limits provided in the Call;
- c. Compliance with multidisciplinary nature of the project requisite;
- d. Calculation of the eligible expenditures amount for purposes of financial support;
- e. Compliance of the submitted budget with the eligible expenditures.

Applicants are responsible for the veracity and authenticity of the documents submitted.

At any time during the process of examining the application and in case of doubt, additional documentation may be required.

In the course of the assessment of the formal criteria, applicants will be given 5 working days to correct or clarify any information and provide mandatory or missing documents in the application.

Lack of compliance with this request will determine immediate exclusion of the application, without prejudice of a prehearing written procedure, in accordance with articles 121 and 122 of the Code of Administrative Procedure.

Applicants whose applications are rejected by a final decision from DGARTES and consider that have been harmed by that decision have the right to complaint and

appeal, in accordance with articles 191 ss and 193 ss of the Code of Administrative Procedure.

15.2 Qualitative assessment

Project applications that comply with the administrative and eligibility criteria shall be reviewed by two independent experts appointed by DGARTES.

Experts are independent and impartial and will be required to sign a declaration of impartiality and independence.

The experts shall separately score each project application according to the evaluation criteria on a scale of 0 to 100 points. Project applications that fail to reach a score equal to or higher than 50 points will be rejected.

For the purposes of ranking the projects, the simple 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 independent expert will be appointed by DGARTES to evaluate the project independently. The final rank shall then be the average of the two nearest scores.

15.2.1 Evaluation Criteria

The evaluation criteria and the score of the project applications under qualitative assessment will be the following:

15.2.1.1 Artistic quality and relevance of the project – 40

- Innovativeness, creativity and comprehensiveness of the project;
- Quality of the artistic content;
- Adequacy of the activity plan to achieve the artistic ambition;
- Experience and quality skills and qualifications associated with the project promoters and artistic and technical teams involved in the project;
- Adequacy and impact of the activity plan on the target groups;
- Territorial scope of the activity plan at local or regional level;
- Touring at national and international level (donor states), with a focus on other projects funded under this Open Call.

15.2.1.2 Quality of the partnership – 10

- Suitable identification of partners (mandatory and non-mandatory) at national and international level;
- Effective and substantial involvement of national partners at national, regional and local level to the overall value and impact of the project;

- Effective and substantial participation of the donor state partners to the overall value and impact of the project.

15.2.1.3 Outreach of the project – 20

- Clear identification of the target audience;
- Strategic approach to cultural diversity and equality issues (age, disability, gender, race, religion or belief, sexual orientation, etc.);
- Addressing of current social challenges;
- Contribution to access and engagement of new audiences;
- Adequacy of the marketing strategies and means.

15.2.1.4 Management and budget – 15

- Feasibility of the project (planning, organization and implementation);
- Ability to manage human, time and physical resources;
- Adequacy of the budget relating to the activity plan;
- Capacity to attract additional funding and partners;
- Appropriate consideration of management risks and presentation of reasonable mitigation actions.

15.2.1.5 Contribution to the achievement of the aims of the Programme | Outcome 2 – 15

- Project contribution to implement the Programme outcomes;
- Project contribution to implement the Programme outputs.

15.2.2 Selection committee

DGARTES will establish a Selection Committee that will recommend the projects to be financed and which will be composed of three experts in the arts field. One of the experts will be external and independent of DGARTES.

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

A summary of the projects will be provided in English.

15.2.3 Selection procedure

Only applications receiving a final score between 50 and 100 points in the evaluation process will be considered in the selection process for a grant. Applications receiving a

final score lower than 50 points within the evaluation process will not be considered for a grant.

The applications shall be selected in a decreasing rank order, at national level. Due to the territorial scope of the current Programme, the selected projects shall correspond to the best ranked applications in each one of the six NUT II/Territorial Units (Norte, Centro, Alentejo, Algarve, Azores and Madeira).

DGARTES 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 DGARTES.

DGARTES 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, DGARTES will, based on the decision of the Selection Committee, make a decision on which projects shall be supported.

Prehearing written procedure and complaint and appeal procedures apply, in accordance with articles 121 and 122 and articles 191 ss and 193 ss of the Code of Administrative Procedure.

16. COMMUNICATION OF RESULTS AND APPEAL MEASURES

The applicants/project promoters enjoy the legal rights and legal proceedings enshrined under the Portuguese legislation into force, as well as the right to pre-hearings relating to draft final decisions.

Applicant/Project promoters shall be individually notified of the draft final decision by DGARTES, which shall be submitted to a prior hearing, in accordance with articles 121 and 122 of the Code of Administrative Procedure.

Once the pre-hearing is terminated and possible charges are issued, the General Director for the Arts shall take the final decision, which shall be notified to the promoters, who may contest it under the relevant national legislation, under the Code of Administrative Procedure and the Procedural Code of the Administrative Courts.

Any appeal interposed relating to the final decision or any other acts occurred during the course of these proceedings will not have any suspensive effect.

In the case of approval of funding, DGARTES sends a proposal for contract to the successful applicant, containing the terms and conditions for funding. If the applicant accepts the conditions, it shall return the duly signed contract to DGARTES within 20 working days from the date of receipt. Upon receipt of all signed contracts, DGARTES

shall publish the final list of contracted projects and project promoters on the EEA Grants website.

17. ADITIONAL INFORMATION

In order to support all potential applicants, DGARTES will organize several information seminars and workshops in low density territories of the Mainland of Portugal and Azores and Madeira Islands.

For more information on the EEA Grants 2014-2021, on the Culture Programme/Portugal and on the programme “Connecting Dots – Arts Mobility and Audience Development”, refer to the following documents available at EEA Grants online page www.eeagrants.gov.pt:

- a. Application form, Annexes and Promoter Manual;
- b. Memorandum of Understanding between Portugal and the Donor States;
- c. Regulation on the Implementation of the EEA Financial Mechanism 2014-2021;
- d. Contacts for additional information: eeagrantsculture@dgartes.pt | T. (+351) 210 102 540 - Schedule: working days, from 10 am to 12 pm and 14:30 to 17 pm (Lisbon hour).
- e. Written answers will be provided by DGARTES up to a maximum of 5 working days.