Iceland Liechtenstein Norway grants

REPÚBLICA PORTUGUESA
MAR

Beneficiary Manual

Blue Growth Programme

VERSION 1

Direção-Geral de Política do Mar

Framework

“Approximately 70% of the eligible expenditure is allocated to “Business Development, Innovation and SMEs”, with special focus on Blue Growth.
30% of the total eligible expenditure of the Programme is set aside for the components addressing “Research” and “Education, Scholarships, Apprenticeships and Youth Entrepreneurships”.

The sinergy between the business, research and education and a holistic approach in the programme will contribute to a sustainable Blue Growth in Portugal.

The research will support businesses with research, development and innovation component, strengthening their competitiveness in the market. The education component will promote the improvement of human resources skills and awareness in marine and maritime issues.

THE DIRECTORATE-GENERAL FOR MARITIME POLICY

The Directorate-General for Maritime Policy (DGPM) was designated as Programme Operator (PO) of the “Blue Growth, Innovation and SMEs” (Blue Growth), trough the Memorandum of Understanding signed on 22nd May 2017, between the Portuguese State and the Donor Countries of the EEA Financial Mechanism 2014-2021 (EEAFM 2014-2021), Iceland, the Kingdom of Norway and the Principality of Liechtenstein.

THE BLUE GROWTH PROGRAMME

The main objective of the Blue Growth Programme is to increase value creation and sustainable growth in the Portuguese Blue Economy. In addition, the intention is to increase research and promote education and training in marine and maritime areas.

The Programme will contribute to the overall objectives of the EEA Grants by financing initiatives to increase competitiveness and profitability among Portuguese SMEs and bring more innovation in their products, services and processes.

The programme will strengthen cooperation between Donor and Beneficiary States, through joint projects and partnerships.

The programme includes the following Programme areas:

- Business Development, Innovation and SME.
- Research.
- Education, Scholarships, Apprenticeships and Youth Entrepreneurships.

With the implementation of the Programme it is expected to achieve the following outcomes:

- Increased competitiveness for Portuguese enterprises within the focus area of Blue Growth.
- Resource efficiency of enterprises in marine sector supported.
- Enhanced performance of Portuguese research organisations.
- Education, training and cooperation in marine and maritime issues enhanced.
- Enhanced collaboration between the beneficiary and the donor states involved in the programme.

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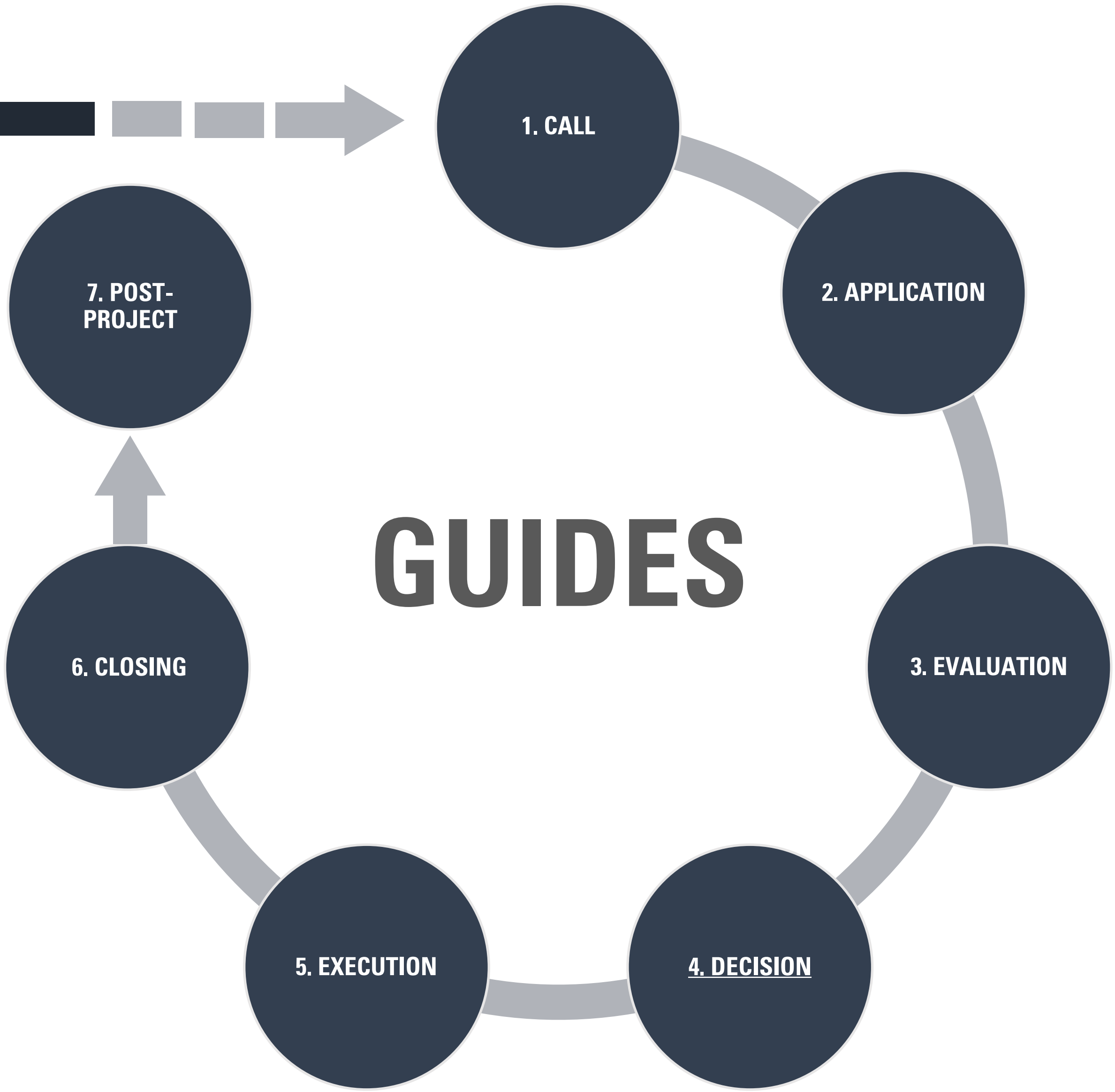
Manual Organization

"The **Beneficiary Manual** is organized by seven different Guides, each one related to one Phase of **Application Life Cycle**.

In order to have an easier understanding and support Promoters and Partners on working progress, each guide is sub-divided on a detailed instruction set which intends to report different scenarios whith whom the Beneficiaries will face during the Project/ Application life cycle.

Finally, the Instructions are sub-dividided in Steps which, on a sequence order, guide the Beneficiary on the more efficient way to execute the procedures.



1. Call

Instructions

1. CALL
2. APPLICATION
3. EVALUATION
4. DECISION
5. EXECUTION
6. CLOSING
7. POST-PROJECT

“The Calls presentation will be announced Call for Proposals published at the website Programme, social networks and by other divulgation means.

The Open Call announcement to provide available funds to project financing, contains the conditions for granting funding, namely, amounts, funding rates, deadlines for submission of proposals, selection criteria, etc.

1.1 Calls Schedule Consultation

Make the timely planning of your applications according to the foreseen launch and closing of the Calls.

1.2 Calls Consultation

Use the summary information of the Calls to identify those that best match the nature of the financing of your projects.

1.3 Calls Analysis

Understand the objetives, the nature of the projects to be financed, the eligibility criteria, the selection criteria and other relevant to the global success of the process.

1.4 Questions regarding the Calls

Use the support services to the beneficiary whenever you have questions or difficulties.

1. Call

1.1 | CALLS CALENDAR CONSULTATION

01

WEBSITE ACCESS

EEA Grants «Programmes» Blue Growth website access

https://www.eeagrants.gov.pt/en/programmes/blue-growth

02

CALLS CALENDAR ACCESS

In the vertical menu, on the right, select the option “Calls Calendar”

https://www.eeagrants.gov.pt/en/programmes/blue-growth/calls-calendar

03

CALLS CALENDAR CONSULTATION

At the end of the explanatory text - “Consult the Calls Calendar here” -, select the link that will give you access to a .PDF document, which contains the predictions regarding the opening and closing of the Calls, as well as information regarding the elegibility of promoters and operations, available appropriations, financing rates, financing limits, among others.

Alerts

- The availability of the Calls Calendar allows project promotors to have a medium-long term perspective regarding the opening and closing of the different Calls.

1. Call

1.2 | CALLS CONSULTATION

01

WEBSITE ACCESS

EEA Grants «Programmes» Blue Growth website access
https://www.eeagrants.gov.pt/en/programmes/blue-growth

02

CALLS ACCESS

In the vertical menu on the right, select the option “Calls”
https://www.eeagrants.gov.pt/en/programmes/blue-growth/calls

03

CALLS LIST

On the “Calls” page you will find, in blue, the Calls that are open and, in the gray section, you will find the Calls that are closed.

04

CALLS CONSULTATION

On the “Calls” page, gray or blue section, following each Call, you will find a button with an arrow pointing to the right. Select the button to access to the sumary information of the Call.

The consultation of the summary information does not dispense the full reading of the terms of the Call. In this context, at the end of the page of the selected Call, you will find a link that will give access to the .PDF document with the detail of the Call.

Alerts

- The consultation of the general terms of the Calls allows a quick understanding of the context of a given project in the framework of the Call.
- With this summary information, the potential promotors can, easily, understantd terms, conditions and objectives.

1. Call

1.3 | CALLS ANALYSIS

01

CALL ACCESS

See Instruction 02 of the Call Guide.

02

FRAMEWORK

Check if the scope of your project fits into the areas of intervention, objectives, expected results and types of project to be supported. Ensure that the requested funding falls within the limits of minimum and maximum amounts of funding per project, and that the funding rate to be requested falls within the maximum rate provided under the terms of the Call.

03

PROMOTERS AND PARTNERS ELIGIBILITY

Make sure that all stakeholders (promotor and partners) are elegible for funding, as well as the specific funding conditions for each organization profile.

04

EXPENDITURE ELIGIBILITY

When analysing elegible expenditures for a specific project, take into account the legal basis applicable to State Aid, as well as the provisions of Articles 8.2 and 8.3 of the Regulation - EEA Grants 2014-2021.

Check the classification of the projects´ investment items (Direct Costs) under the terms of the Call. The indirect costs area eligible according to Article 8.5 of the Regulation - EEA Grants 2014-2021.

Alerts

The reading and analysis of the Call is crucial for a successful application process.

- The preparation of the Application process begins with an in-depth reading and analysis of the terms of the Call, in the light of the project to be submitted.
- The text of the Call provides detailed information on which documents to gather, submission procedures, deadlines and all the information necessary for the Application proccess to run smootlhy and successfully.
- Consult the rules applicable to State Aid which are available at: "State Aid Rules"

CONTINUED

1. Call

1.3 | CALLS ANALYSIS [continued]

05

SELECTION AND DECISION PROCESS

Understand the different assessment phases and plan, taking into account that during the different phases there may be a need to provide clarifications, provide new elements, as well as having to update previously submitted elements.

06

SELECTION CRITERIA

Each Notice determines the Selection Criteria against each application will be analysed and scored. Carry out a critical reflection and a self-assessment for your project, based on the criteria and weights determined in the Notice.

07

SUBMISSION PROCESS

Each Notice determines the deadlines and mechanisms for submitting the different elements required.

Alerts

The reading and analysis of the Call it is crucial for a successful application process.

- The preparation of the Application process begins with an in-depth reading and analysis of the terms of the Call, in the light of the project to be submitted.
- The text of the Call provides detailed information on which documents to gather, submission procedures, deadlines and all the information necessary for the Application process to run smootlhy and successfully.

1. Call

1.4 | QUESTIONS ABOUT CALLS

01

SENDING E-MAIL

Beneficiary can contact the support service by E-mail (eeagrants@dgpm.mm.gov.pt).

In order to speed up the contact, on the Subject place: **CALL Nº ## (Question)**; prepare the Body text of the e-email written in a clear and objective way, if possible by topics you want to see answered.

02

BENEFICIARY TELEPHONE LINE

The Programme Operator intends to provide the Beneficiaries with all the resources for the proper instruction of the application proccesses, in that context, on **working days, from Monday to Thursday, from 10:00 to 12:00 (GMT)**, you can use the Blue Growth Programme Beneficiary Support Line (**+ 351 218 291 000**).

03

PRESENTIAL

The Beneficiary may access to in-person support from the Programme Operator´s technical team.

The request for this support follows the formal request by E-mail and is conditioned by the availability of the officers concerned. The promotors must send an E-mail (eeagrants@dgpm.mm.gov.pt) to request the meeting, placing in Subject: **CALL Nº ## (Meeting Request)**.

The Body of the E-mail should identify the Objective of the Meeting, propose an Agenda and identify topics that you want to see clarified.

Alerts

The reading and analysis of the Call is crucial for a successful application process.

- For a successful clarification request, organize your doubts succinctly and objectively.
- When contacting the Programme Operator, mention, clearly, which chapters / sections of the Call are the subject of a request for clarification.
- **Do not leave to the last minute!** Avoid any form of contact close to the end dates of the Calls.

2. Application

Instructions

“The Application Phase comprises the moment when the Promoter and Partners (if applicable) respond to the requirements of the tender documents expressed within the scope of a given Notice.

It is very important to pay attention to the specific requirements of each Notice.

During the process of preparing the application and until its submission, be sure to check if there have been changes to the terms of the Notice or if the templates provided have undergone changes.

1. CALL
2. APPLICATION
3. EVALUATION
4. DECISION
5. EXECUTION
6. CLOING
7. POST-PROJECT

2.1 Eligibility Criteria

After consulting the terms of the Notice, before starting the preparation of the Application parts, please note that all conditions are met to start the process.

2.2 Filling the Application Form

Please consult the Blue Growth Programme website, and download the available documentation.

Start the process by following the instructions on filling in the application form.

2.3 Promoter and National Partners Documents

Find out which documents you must gather to ensure the eligibility of your application.

2.4 Partners from Donor States Documents

There are differences between the documentation required from promoters and national partners and that required from Beneficiaries of Donor States. Follow the instructions in this section of the manual if you include donor state partners.

Instructions

2.5 Documentation of the Application in Partnership/Consortium

Whenever an application contemplates more than one beneficiary, regardless of whether or not there is a request for funding, the formalities set out in this section must be observed.

2.6 Project Documentation

The project description includes the provision of elements required in the models available for download:

a) **The Descriptive Memory** is the document that integrates the parts of the application, comprising the detailed description of the project;
b) **The Budget and Schedule** describe the investment items, control points, activities, tasks and deliverables that result from the planned work.
c) **The Business Plan and Financial Model of the Business Plan** detail the financial perspective of the project and its impact on the markets and the promoter´s business.
d) **The Communication Plan** details the objectives, strategies and action plan for the project´s communication and results dissemination activities.

2.7 Application Submission

Follow the procedures for submitting applications forms, after having gathered all the documentation and prepared the technical and financial description of the project.

2. Application

2.1 | ELIGIBILITY CRITERIA

Eligibility Checklist

- [ ] **REGULATION AND CALL**
  Are the Promoter and Partners eligible according to the Regulation and as defined under the Notice?
- [ ] **SCOPE OF ACTIVITY OF PROMOTER**
  The Promoter´s main activities closely related to the activities presented in the application?
- [ ] **SCOPE OF ACTIVITY OF PARTNERS**
  Is the main activity of the Partner(s)´s closely related to the activities in which their contribution is proposed?
- [ ] **PROJECT DURATION TIME**
  Is the duration of the project within the maximum limit provided for under the terms of the Notice?
- [ ] **CO-FUNDING VALUE**
  Is the amount of the required contribution within the limits fixed under the terms of the Notice?
- [ ] **FUNDING RATE**
  Is the requirement funding rate within the limits set under the terms of the Notice?

2. Application

2.2 | FILLING THE APPLICATION FORM

01 **PROJECT IDENTIFICATION, TIPOLOGY AND SECTOR / ACTIVITY AREA (PART A)**

Identify Project ID, Type and Sector/Area of Activity (in accordance with the Notice).

02 **IDENTIFICATION OF THE BENEFICIARY (PART B1)**

Fill in all fields related to the Promoter.

03 **IDENTIFICATION OF PARTNERS (PART B3)**

Fill in all the fields related to the partner(s).

04 **DESCRIPTION (PART C1)**

Fill in the characterization (objectives and summary description).

05 **RESULT INDICATORS (PART C2)**

Identify oucome indicators (see "Indicators").

06 **PROJECT INDICATORS (PART C3)**

Identify the project output indicators, i.e. deliverables (products, goods and services) resulting from the project´s implementation.

07 **JOB CREATION (PART C4)**

Identify the number of jobs to be created during the project´s implementation phase and after its completion (by gender).

Alerts

- Download the templates.
- The available templates cannot be changed.
- The Application Form must be fully completed, following the instructions available on the form. The Promoter Application must include the version in editable format (.xlsx) and a non-editable version (.pdf), signed and dated.
- The Promoter must comply with the maximum limit of operations that can be submitted for financing (according to the number defined in the Notice).

CONTINUED

2. Application

2.2 | FILLING THE APPLICATION FORM [continued]

08 **LOCATION OF THE PROJECT (PART C5)**

Should identify the main place where you will perform the operation.

09 **SCHEDULING AND FINANCIAL INFORMATION (PART C6)**

Should identify the start and end of the operation, as well as the value of the total investment and the eligible investment, and the amount of the EEA Grants required and the means of financing provided by the promoter/partner(s) of the total operation.

It should also indicate whether economic benefits are expected to be generated during the implementation of the Project, as a result of obtaining the financing (e.g.: cost reduction or increase in profits). If so, you must identify and quantify those economic benefits.

10 **DETAILED AND MULTI-ANNUAL BUDGET (PART D)**

Should detail the budget through the various headings. They should be discriminated in detail all expense items, by Promoter and Partner(s) and item of expenditure, and should be given a justification for its need and position of the project. They should be replicated according to the number of partners.

Alerts

- Download the templates.
- The project schedule must comply with the terms of the Notice.
- The financial coverage of the project must be within the limits set in the Notice and in accordance with the values of the Detailed Budget.

CONTINUED

2. Application

2.2 | FILLING THE APPLICATION FORM [continued]

11

DETAILED AND MULTI-ANNUAL BUDGET – INDIRECT COSTS (PART D)

In accordance with Article 8.5 of the Regulation - EEA Grants 2014-2021, Promoters and/or Partners must identify their indirect costs according to one of the following methodologies:

a) Based on actual indirect costs

Applicable to Promoters and/or Partners that have an analytical accounting system that identifies their indiret costs.
In these situations, it is required to validate the calculation of the Indirect Costs rate, by a Certified Official Auditor (in the case of private entities) or by the entity´s financial officer (in the case of public entities).

b) Based on a fixed rate of up to 25% of the total Eligible Direct Costs

Excluding Direct Eligible Costs with subcontracting and costs of resources made available for third parties that are not used at the Promoter´s and/or Partner´s premises. Both the Promoter and the Partners must complete the "Indirect Costs – article 8.5 b" tab of the Application Form.
Additionally, the calculation of Indirect Costs rate must be validated, by a **Certified Official Auditor** (in the case of private entities) or by the entity´s financial officer (in the case of public entities).

c) Based on a flat rate of up to 15% of the total eligible Human Resources costs

Without the need for the Programme Operator to make a calculation to determine the applicable rate.

d) Based on the methods and rates applicable in European Union rules

Applicable to Promoters and Partners, with similar projects approved in European funding programs. In these situations, due justifications should be presented, with examples of the projects that support the rational.

12

SIGNATURE AND DATE OF THE APPLICATION

The Promoter shall sign, date, scan and submit the application in pdf format.

2. Application

2.3 | DOCUMENTATION FROM PROMOTER AND NATIONAL PARTNERS

01

CONSTITUTIVE DOCUMENT OF THE ENTITY (Public Entities)

A scanned copy of the charter of the entity (eg. Statutes, ...) must be sent.

02

CERTIFICATE FROM THE COMMERCIAL REGISTRY OFFICE OR PERMANENT CERTIFICATE (Private Entities)

A scanned copy of the entity´s constitutive document (eg. Permanent certificate, ...) must be sent.

03

POWER OF ATTORNEY (if applicable)

When the promoter intends to be represented in the practice of acts concerning the request for support and/ou the contract.

04

CERTIFICATE ATTESTING TO A REGULARIZED SITUATION (with Tax Administration or authorization for direct consultation)

A copy of the Promoter(s) regularized situation regarding the Tax Administration should be sent, or authorization for direct consultation.

05

CERTIFICATE CONFIRMING THE SITUATION (with Social Security or authorization for direct consultation)

A copy of the Promoter(s) regularized situation regarding Social Security should be sent, or authorization for direct consultation.

06

OTHER PROMOTER IDENTIFICATION DOCUMENTS

Other documents may be attached that the Promoter considers relevant to its framework.

Documentation Checklist

- [ ] CONSTITUTIVE DOCUMENT OF THE ENTITY
- [ ] CERTIFICATE (COMMERCIAL REGISTRY) OR PERMANENT CERTIFICATE
- [ ] POWER OF ATTORNEY
- [ ] CERTIFICATE ATTESTING TO A REGULARIZED SITUATION (TAX ADMINISTRATION)
- [ ] CERTIFICATE CONFIRMING THE SITUATION (SOCIAL SECURITY)
- [ ] DECLARATION PROVING THE VAT REGIME
- [ ] START-UP DECLARATION
- [ ] DECLARATION STATEMENT OF RESPONSABILITY
- [ ] IAPMEI SME CERTIFICATE
- [ ] DECLARATION EXEMPTION FROM THE APPLICATION OF STATE AID RULES
- [ ] REPORT AND ACCOUNTS AND BALANCE SHEETS

CONTINUED

2. Application

2.3 | DOCUMENTATION FROM PROMOTER AND NATIONAL PARTNERS [continued]

07

DECLARATION PROVING THE VAT REGIME

Certificate from the VAT Services Department proving the beneficiary´s VAT regime and/or registration information of the applicable VAT regime.

A declaration must be submitted that proves that the beneficiary is a taxable person of VAT and the value added tax incurred, within the scope of the project in question, is not recoverable. The declaration must be requested from the VAT Services Department, from the Tax Administration, identifying the nature of the project and the financing programme.

The request must be made through the e-balcão, you must access the Finance Portal at www.portaldasfinancas.gov.pt, identifying yourself with your password and selecting:
e-balcão >contacte-nos >pedidos de informações/esclarecimentos >registar questão or through the following link:
https://www.portaldasfinancas.gov.pt/pf/html/eBalcao.html.

Alerts

- Applies to the promoter and partners with project costs (according to the DSIVA order template, available for download).

- If the Promoter/Partner´s VAT regime is the General Regime (deductible VAT) the DSIVA Certificate is not necessary, however, registration information of the VAT regime must be presented (e.g. print screen of tax administration website),

CONTINUED

2. Application

2.3 | DOCUMENTATION FROM PROMOTER AND NATIONAL PARTNERS [continued]

08

START-UP DECLARATION

If the promoter and/or partner is elegible as a start-up, it must attach a declaration, according to the model provided for download.

09

DECLARATION STATEMENT OF RESPONSABILITY

In order for the Promoter and Partner(s) to commit the conditions set out in the declaration, must attach a declaration according to the model made available for download.

10

REPORT AND ACCOUNTS AND BALANCE SHEETS FOR THE LAST 3 FINANCIAL YEARS

The Report and Accounts and Balance Sheets of the last 3 financial years must be sent. To entities incorporated for less than three years present the Annual Report and Balance Sheets for the last two or one year, depending on the case.

11

SME CERTIFICATE (IAPMEI)

The SME certificate issued by IAPMEI for Small and Medium Enterprised must be presented.

12

DECLARATION OF EXEMPTION OF APPLICATION OF THE STATE AID RULES (when applicable)

For entities such as Associations and private non-profit entities, Research Centres, State Laboratories, Universities and others, as long as their commercial activity does not exceed 20% of their turnover, there may be an exemption from the application of the rules of the State Aid. For this purpose, the model made available for download must be used by the ROC/TOC (in the case of private entities) or by the entity´s financial officer (in the case of public entities) in order to certify the nature of this condition.

CONTINUED

2. Application

2.4 | DOCUMENTATION FROM PARTNERS OF DONOR STATES

01

REGISTRATION CERTIFICATE

Registration certificate (or similar), issued by the competent authority in the Donor State/Beneficiary State.

02

LATEST APPROVED STATUES (or similar)

Latest approved statutes (or similar), which proves that Partner´s main activity is closely related to the activities in which its contribution is proposed.

03

DECLARATION PROVING THE VAT REGIME

A declaration issued by the competent authority of the donor country must be submitted, identifying the partner´s VAT regime (deductible or non-deductible). If no declaration is submitted by a competing authority, the partner must submit a signed declaration of commitment. (Does not apply to partners who do not present a budget in the application).

04

DECLARATION STATEMENT OF RESPONSABILITY

In order for the Promoter and Partner(s) to commit the conditions set out in the declaration, must attach a declaration according to the model made available for download.

2. Application

2.5 | APPLICATIONS IN PARTNERSHIP/CONSORTIUM

01

PARTNERSHIP AGREEMENT DRAFT AND LETTERS OF COMMITMENT

At the application phase, it is not necessary to send the partnership agreement signed by all partners. It is enough that the draft of the partnership agreement is sent, accompanied by a letter of commitment signed by the legal representative of the Promoter and each of the Partners.

Subsequently, after granting the financing, before the signing of the Project Contract, the partnership agreement duly signed by all the entities must be sent.

02

LETTERS OF COMMITMENT

The obligation to present Letters of Commitment is for cases in which the Partnership Agreement is not signed by all project partners or for project partners that do not have costs.

Alerts

- If the Partnership Agreement is signed by all Beneficiaries, the signing of the Letters of Commitment is waived.
- For applications with partners that do not have project costs only letters of commitment are required.

2. Application

2.6 | DOCUMENTATION RELATED TO PROJECT

DESCRIPTIVE MEMORY

01
GENERAL PROJECT FRAMEWORK
Characterize the scenario: involving before the implementation of the project, resulting from the non-implementation of the project and with the implementation of the project.

02
FRAMEWORK ON BLUE GROWTH PROGRAMME
Identify the aspects that demonstrate the strategic relevance and the context, objectives and expected results identified in the Notice.

03
DESCRIPTION OF PROMOTER AND PARTNERS
Describes the competences and attributions of the Promoter and Partners (in the case of applications in consortium), frame the level of which competencies, present the curricula and core competencies of the project team.

04
DESCRIPTION OF THE PROJECT
Describe the project to be developed within the scope of the application, showing the framing in the typology(s) defined in the Notice.

05
IMPLEMENTATION OF THE PROJECT
Describe and justify the proposed implementation phases, with presentation of the physical and financial execution schedules of the operation, showing its state of maturity as defined in the Notice.

06
RISKS OF THE PROJECT
Description of potential risks in the implementation of the project and respective mitigation measures.

Documentation Checklist

- [ ] DESCRIPTIVE MEMORY
- [ ] BUDGET AND TIMETABLE
- [ ] BUSINESS PLAN
- [ ] FINANCIAL MODEL
- [ ] COMMUNICATION PLAN

Alerts

- Templates cannot be changed.
- Follow the instructions on the models.
- Write clearly, reasoned, listing the elements provided in the different documents.

CONTINUED

2. Application

2.6 | DOCUMENTATION RELATED TO PROJECT [continued]

DESCRIPTIVE MEMORY

07

BUDGET AND TIMETABLE

Describe the expenses identified in the “Detailed Budget” in the Application Form: By expense item and by promoter and partner (s).
Fill in the “Schedule” tab of the Application Form

08

LICENSES/PERMITS/ENVIRONMENTAL LEGISLATION

The promoter and/or partners must show which authorizations, licenses and/or opinions are necessary for the implementation of the project and/or after its conclusion and when they will be presented. Documents proving environmental procedures or a declaration of commitment that the project complies with environmental requirements (eg environmental impact studies) must be submitted.

If not applicable, you must attach a declaration of commitment to inform that it does not apply to the project.

09

CONTRIBUTION FOR SELECTION CRITERIA

Prepare a self-assessment completed with a note justifying the project´s contribution to each of the selection criteria indicated in the Notice.

CONTINUED

2. Application

2.6 | DOCUMENTATION RELATED TO PROJECT [continued]

BUDGET AND TIMETABLE

01

ELIGIBLE EXPENDITURE

The evaluation of eligible expenses for a specific project will be carried out based on the rules applicable to state aid, as well as on articles 8.2 and 8.3 of the Regulation - EEA Grants 2014-2021, namely those that meet the following criteria:

a) are incurred between the Project start and end eligibility dates, as specified in the Contract;
b) are related to the scope of the Project and are indicated in the detailed Project Budget;
c) are proportionate and necessary for the implementation of the Project;
d) they must be used for the sole purpose of achieving the Project´s objective(s) and its expected result(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
e) are identifiable and verifiable, in particular through accounting records of the Promoter and/or Project Partner(s) and determined in accordance with the accounting rules and principles applicable in the Country where the Project Promoter and/or Partner(s) is/are settled down; and
f) comply with the requirements of applicable tax and social legislation.

Alerts

- Eligible Expenditure means all Expenditure identified and clearly associated with the completion of an activity, whose nature and date of realization respect the legal framework of EEAFM 2014-2021, as well as the other applicable national and community rules. In the Budget, the amounts must be summarily justified and identified disaggregated by: Investment item, Partner, Activity and Year of Execution.

- The inclusion of an expense item in the project budget approved by the Programme Operator cannot be considered as confirmation of expense eligibility; meaning that, the expense eligibility is validated during the Project Execution.

CONTINUED

2. Application

BUDGET AND TIMETABLE

01

ELIGIBLE EXPENDITURE

Direct eligible expenses of a project

Human resources costs allocated to the project, including real wages plus social security charges and other legal costs included in the remuneration, provided that this corresponds to the usual remuneration policy of the Promoter and the project partner. The corresponding salary costs for staff of national administrations are eligible, as they are related to the cost of activities that the competent public authority would not carry out if the project in question was not carried out;

Travel expenses and allowances for human resources allocated to the project, taking into account the principle of proportionality, travel expenses, including subsistence allowances, can be calculated as a fixed amount, based on rules defined and approved by the Programme Operator;

Cost of new or used equipment, only the portion of the depreciation corresponding to the duration of the project and the actual usage rate for the project objectives can be considered eligible expenses. In the event that the Programme Operator considers that the equipment is an integral and necessary component to achieve the results of the project, the entire cost of that equipment may, as an exception to the rule contained in paragraph 4 of Article 8.2, be considered eligible; In the event that the entire cost of the equipment is considered eligible, the Programme Operator must ensure that the Promoter and the Project Partner(s):

a) keep the equipment on their property for a period of at least five years after the completion of the project and continue to use it for the benefit of the overall project objectives for the same period;
b) mantain the equipment properly insured against losses such as fire, theft or other incidents normally insurable, both during the implementation of the project and for at least five years after the completion of the project; and
c) set aside adequate resources for maintaining the equipment for at least five years after the project is completed.

CONTINUED

2. Application

2.6 | DOCUMENTATION RELATED TO PROJECT [continued]

BUDGET AND TIMETABLE

01

ELIGIBLE EXPENDITURE [continued]

Direct eligible expenses of a project

Consumables and material costs, provided they are identifiable and assigned to the project;

Costs arising from other contracts awarded by a project promoter for the purpose of carrying out the project, provided that the award complies with the applicable public procurement rules and this Regulation; and

Costs arising directly from the requirements imposed by the project contract for each project (advertising, evaluation, interpretation, translation and reproduction, others).

02

NON-ELIGIBLE EXPENDITURE

In accordance with Article 8.7 of the EEAFM 2014-2021, the following expenses are considered ineligible: a) interest on debt, debt service charges for late payments; b) charges for financial transactions and other purely financial costs, except costs related to the bank account affecting the project, or legal obligations and costs applicable to financial services imposed by the project contract; c) provisions for losses or possible future liabilities; d) exchange losses; e) recoverable VAT; f) costs covered by other sources of financing; g) fines, penalties and litigation costs, except when litigation is an integral and necessary component to achieve project results; and h) excessive or inappropriate expenditure.

03

TOTAL EXPENDITURE

The sum of Eligible Expenses and Non-Eligible Expenses is called Total Expenses. In the Budget, Total Expenditure must be identified broken down by: Investment Item, Partner, Activity and Year of Project Execution.

04

CONTROL CHECKS

Avoid filling error. Check the sum cell values to inspect your budget. The form submitted may require you to make changes in order to match the number of partners in your project. Pay attention to the formulas that are inside each cell.

CONTINUED

2. Application

2.6 | DOCUMENTATION RELATED TO PROJECT [continued]

BUDGET AND TIMETABLE

05

CALCULATION OF HUMAN RESOURCES

In the case of expenses with Human Resources, auxiliary calculations must be presented that justify the expenses with Human Resources of the Promoter and Partners according to the model of the “HR Calculation” tab of the Application Form.

06

EQUIPMENT DEPRETIATION MAP

In the case of expenses with equipment whose expense to be considered is the cost of depreciation (c) Depreciation of the cost of new or used equipment) the respective calculations must be presented - the "Equipment depreciation map" tab of the Application Form.

07

SCHEDULE

The "Schedule" tab of the Application Form must be completed .

CONTINUED

2. Application

2.6 | DOCUMENTATION RELATED TO PROJECT [continued]

BUSINESS PLAN AND FINANCIAL MODEL

01 **EXECUTIVE SUMMARY**

In summary, describe the current market context, identify the needs, just how the project will respond to the context presented.

02 **HISTORICAL FRAMEWORK**

The project should be framed in the company´s history, supporting the reasons why the organization meets the conditions for the challenge.

03 **UNDERLYING MARKET**

Identify customers, prospects, suppliers and competitors. Present studies that substantiate the size of the target market that the project seeks to reach.

04 **MARKET POSITIONING**

Characterize your position in relation to your competitors, highlighting the differentiating factors.

05 **COMMERCIAL STRATEGY**

Identifiy markets, sales channels and business development strategies that support the sales projections presented.

06 **MANAGEMENT AND BUSINESS CONTROL**

Identify strategies, tools and methodologies that will serve to control and support the decision of the company´s business strategy.

07 **INVESTMENT REQUIRED**

Characterize the investment needs for the project, identifying the origins of the financing obtained and/or those it intends to obtain.

08 **FINANCIAL MODEL**

Present a Financial Model of the Business Plan according to the model available for download.

CONTINUED

COST SUPPORTING DOCUMENTS

01

JUSTIFICATION OF EXPENDITURE PRESENTED

For all expenses identified in the Detailed Budget, supporting documents must be attached:

- Expenses less than 5.000 euros – no budget is required;
- Expenses of more than 5.000 euros and less than 20.000 € - it is necessary to present a budget;
- Expenses over 20.000 € - three budgets are required;
- In the case of Human Resources expenses, auxiliary calculations must be presented that justify the imputed costs (eg. number of hours * value/ hour per employee/researcher), according to the model available for download Detailed budget and Schedule.

Alerts

- The promoter and partners of the applications submitted to the EEA Grants declare to comply with the provisions of their country´s public procurement. The instructions provided in this manual do not exempt you from consulting the applicable legislation.

CONTINUED

2. Application

2.6 | DOCUMENTATION RELATED TO PROJECT [continued]

OTHER DOCUMENTS

01
CURRICULUM OF HUMAN RESOURCES AND THE PROMOTER/PARTNERS
The CV of the Human Resources assigned to the project, as well as the beneficiary entities: Promoter and partners, must be sent (maybe described in Description).

02
PROOF OF PROPERTY
If applicable, proof of ownership of the land and/or facilities where the investment is proposed should be sent, or the right to use it, where applicable.

03
LICENCES AND AUTHORIZATIONS NECESSARY TO EXECUTE THE PROJECT
If applicable, the necessary licenses and authorizations for the continuation of the project must be sent.

If not applicable, you must attach a declaration of commitment stating that it does not apply to the project.

04
OBLIGATIONS ON ENVIRONMENTAL LEGISLATION
If applicable, a document proving the environmental procedures or a declaration of commitment to carry them out (eg. Environmental impact studies) must be sent.

If not applicable, you must attach a declaration of commitment stating that it does not apply to the project.

05
OTHER DOCUMENTS
Other documents that the beneficiary deems relevant to the project´s technical and financial framework and analysis must be attached.

CONTINUED

2. Application

2.6 | DOCUMENTATION RELATED TO PROJECT [continued]

COMMUNICATION PLAN

01 **EXECUTIVE SUMMARY**
In summary, describe the organization´s or consortium´s perspective on the project´s communication and dissemination strategy.

02 **OBJETIVES**
Briefly describe the objectives of the project´s communication strategy, identifying, whenever possible, measurable indicators.

03 **COMMUNICATION AND DISSEMINATION STRATEGY**
Identify the set of actions that you intend to develop in order to achieve the mentioned objectives.

04 **DISCLOSURE AND ADVERTISING RULES**
At this point, the declaration of conformity must be expressed. To do so, simply include the text provided in the model of the Communication Plan.

05 **INTERNAL COMMUNICATION**
Promoter and partners must explain which methodologies and tools are used in the management of organizational and/or consortium knowledge (if applicable).

06 **INDICATORS / EVALUATION**
Quantitative and qualitative indicators that will serve as a basis for monitoring the project´s communication strategy should be identified.

07 **BUDGET**
Description of the budget foreseen in the project for the activities related to the communication plan.

08 **PLANNING AND SCHEDULING**
For each type of communication action, the promoter must mention how many actions are planned in each of the project´s semesters.

2. Application

2.7 | APPLICATION SUBMISSION

01
CHECKING ELEMENTS
Using the Checklist provided in the application form, proceed to check all the parts that make up your application.

02
ACCESS TO THE WEBSITE
Access the application submission page through the link:
https://www.eeagrants.gov.pt/en/programmes/blue-growth/calls/

03
FILLING IN THE GENERAL SUBMISSION DATA
Notice Number: Select the Notice for which you have prepared your application.
Promoter Designation: Enter the Social Designation (Name) of the Applicant´s Promoter.
Project Designation: Enter the Name that identifies your Project.
Contact Person´s Name / E-mail / Telephone: Identify the person who will be responsible for being the point of contact for the Programme Operator. The person to be appointed must gather technical and administrative skills to provide any clarification related to the application process.

04
LOADING APPLICATION DOCUMENTS
Application Form
In this field of the form, the editable version of the application form, in .xlx ou .xlsx. format, must be loaded.
Signed Application Form
In this field of the form, the signed version of the application form must be uploaded, in .pdf. format. The document can be signed manually or it can be digitally signed.

Alerts

- Plan the process of preparing your application so as not to leave delivery for the last days of the deadline set in the Notice.
- When accessing the site, it is suggested to use Browser Edge / Firefox / Internet Explorer.
- In case of any technical problem with the application submission, this must be communicated via email: eeagrants@dgpm.mm.gov.pt.

CONTINUED

2. Application

2.7 | SUBMISSION OF THE APPLICATION [continued]

04

LOADING APPLICATION DOCUMENTS

Promoter Documents

Check the documentary requirements described in Section 2.3, of this Beneficiary Manual – Documents of the promoter and national partners – and proceed with the loading of all mandatory documents for the Promoter.

Partner Documents

In the case of national partners, check the documentary requirements described in Section 2.3, of this Beneficiary Manual – Documents of the national promoter and partners. In the case of donor state partners, check the documentary requirements described in Section 2.4 of this Beneficiary Manual – Documents from donor state partners. Upload documents so that it is easy to associate the document submitted to the partner in question.

Partnership Agreeement

The draft of the Partnership Agreement and the letters of commitment signed by the Project Promoter and Partners must be uploaded or, simply, the Partnership Agreement signed by all stakeholders. In the case of project partners with no allocated budget, their letters of commitment must be loaded in this field of the submission form.

Operation Documentation

Check the documentary requirements described in Section 2.6 of this Beneficiary Manual – Documentation related to project – and upload all documents identified in the Checklist of the section.

Alerts

- Keep files with short names, without spaces, using accents or special characters.
- Use names that easily identify the documents to be submitted.
- When generating a .pdf or documents resulting form scanning processes, pay attention to the resolution used, so that the files are not too large (greater than 500kb).
- If you have more than one partner, you must create a main folder and, with that, create as many folders as the number of partners. The documents must be uploaded through this main folder, using one of the following browsers: Google Chrome, Microsoft Edge ou Mozilla Firefox. If you only have Internet Explorer you should follow the same folder organization instructions and submit the folder in .zip format

CONTINUED

2. Application

2.7 | SUBMISSION OF THE APPLICATION [continued]

04

LOADING APPLICATION DOCUMENTS [continued]

Other Documents

Any and all other relevant documents, to ensure good stakeholder identification or project description, must be loaded in this field.

05

REVIEW OF ELEMENTS

Check that all the fields on the submission form have been correctly filled out and that the relevant documents have been properly loaded.

06

VERIFICATION

Tick the checkbox with the instruction "I´m not a robot".

07

SUBMIT THE APPLICATION

Press the "Submit Application" button and wait for the confirmation email.

Alerts

The Programme Operator intends to provide the Beneficiaries with all resources for the proper instruction of the execution processes. In this context, in case of doubts or difficulties, can contact the support services, **on working days, Monday to Thursday, from 10:00 to 12:00 (GMT).**

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3. Evaluation

Instructions

1. CALL
2. APPLICATION
3. EVALUATION
4. DECISION
5. EXECUTION
6. CLOSING
7. POST-PROJECT

“The Assessment consists of two Sequential Phases, the first referring to the Eligibility of the Application and the second referring to the Selection of Quality of the Application.

In the first phase, a check is made of the administrative and eligibility criteria. In the second phase, a panel of independent experts carries out the assessment, based on the Selection Criteria set out in the Notice.

3.1 Application Eligibility

The application Eligibility process consists of an assessment phase of the compliance of the submitted documentation with the requirements set out in the Notice.

3.2 Quality Selection

The Quality Selection process consists of an evaluation phase of the technical, scientific and financial aspects of the project by a panel of independent experts.

3. Evaluation

3.1 | APPLICATION ELIGIBILITY

01 **PROVISIONAL NUMBER COMMUNICATION**

After submitting the application, the PO informs the Promoter of the provisional number assigned.

02 **ANALYSIS OF ADMINISTRATIVE AND ELEGIBILITY CRITERIA**

All Application Dossiers are subject to the Eligibility Analysis Phase. This phase determines the Admission or Non-Admission of the Application, depending on the application of the Administrative Criteria and the Eligibility Criteria defined in the Notice.

The analysis consists of verifying the correct completion of the Application Form, as well as the presentation of all documentation identified in the Notice and the Checklist attached to the Application Form.

03 **REQUESTS FOR ELEMENTS/CLARIFICATIONS**

During this phase of analysis of the administrative and eligibility criteria, the PO may request to send elements or clarifications to the Beneficiary.

The Beneficiary has 5 working days to answer. Failure to respond under the agreed terms may result in the Application not being admitted.

04 **COMMUNICATION OF THE INTENTION OF NON-ADMISSION**

In cases where the Applications do not comply with the Administrative and Eligibility Criteria, the PO communicates to the Beneficiary the Intention of Non-Admission, in Prior Hearing.

After the period of 10 working days, the Final Decision is made, regarding the Admitted and Not Admitted projects.

CONTINUED

3. Evaluation

3.1 | APPLICATION ELIGIBILITY [continued]

05

COMMUNICATION OF THE FINAL ADMISSION DECISION

In cases where applications meet all administrative and eligibility criteria, the PO informs the Beneficiary of the Admission decision. In this communication, the Promoter is informed that the application moves to the quality assessment phase, in which the selection criteria defined in the Notice will be applied.

This acceptability does not invalidate the need for a subsequent request for documentation deemed necessary in the context of merit assessment.

The admission decision subject to the submission of documents until the Final Decision may be communicated. Failure to send the documentation results in the application not being approved.

06

COMMUNICATION OF THE FINAL NON-ADMISSION DECISION

In cases where applications do not meet all administrative and eligibility criteria, the PO informs the Beneficiary of the decision to refuse admission.

Alerts

- Immediately after receiving the communication, you must send a reply to the PO to confirm your receipt;
- The deadline for replying at the prior hearing starts from the day after the communication is aknowledged;
- You must submit a single answer with all the documentation/ corrections/ clarifications within the period of the prior hearing.

3. Evaluation

3.2 | QUALITY SELECTION

For the quality selection process, two Experts are chosen, taking into account their qualifications and their knowledge appropriate to the areas covered by the Notice. Experts should be selected so that at least one is external to the PO.

01

EVALUATION OF SELECTION CRITERIA

The Experts must separately evaluate and score the project according to the selection criteria provided in the Notice.

02

REQUEST FOR ELEMENTS/CLARIFICATIONS

During this evaluation phase, the Experts may need clarification or the inclusion of new elements.
The Experts request the intervention of the PO, which will articulate the communication with the Beneficiary.

The Beneficiary has 5 working days to answer. If the Beneficiary does not respond, the assessment is carried out in accordance with the available elements.

03

EVALUATION REPORT

Each Application is scored according to the scale and evaluation criteria established in the Notice. The classification will be made based on the average scores attributed by the two Experts.

External Experts are responsible for analysing, evaluating and scoring applications with the criteria defined in the Notice. The process is completed with the production and sending of a report with the reasoning of the score assigned to each of the criteria.

If the difference between the scores falls by 30% from the highest score, the PO will select a third Expert, considering the final score. In these cases, the average score of the two closest scores will be used to rank the projects.

CONTINUED

04

CONSOLIDATION OF EVALUATION AND FINANCING

The PO consolidates the evaluations of the Experts and draws up the Preliminary Classification List.

For the determination of the Financing Rate the PO must take into account the rules regarding State Aid, as well as the expected economic benefits to be generated during the implementation of the Projects, as a result of obtaining the financing (for example: reduction of costs or increase in profits, this must be previously identified and taken into account in the calculation of the financing to be allocated, and the referred amounts should revert to the project.

If the economic benefits are not initially foreseen in the approved budget, the necessary adjustments to the financing amount must be made when the final payment is made.

After the Consolidation of the Evaluation and Funding, the PO sends the Preliminary Classification List to the Recommendation Phase of the **Selection Committees** (for the Programme Areas: Business Development, Innovation and SMEs and Education Scholarships, Apprenticeships and Youth Entrepreneurships) and Programme Committee (for the Research Programme Area).

4. Decision

Instructions

"The Decision Phase comprises the verification of all the conditions defined for the financing of the Project, as well as compliance with other applicable national and Community provisions, culminating in the financing decision and the conclusion of the Project Contract.

The result of this Phase, represents the Final Decision of the Programme Operator, supported by the recommendation of the Selection Committee (for projects in the thematic areas of Business or Education) or Programme Committee (for projects in the thematic areas of Research).

1. CALL
2. APPLICATION
3. EVALUATION
4. DECISION
5. EXECUTION
6. CLOSING
7. POST-PROJECT

4.1 Decision Process

The Decision process consists of an assessment phase, resulting from the evaluation of independent experts, by a specific Committee.

4.2 Contract

Applications that have merited a final evaluation favorable to the financing, are subject to a formalization of the contract, with the Programme Operator.

4.3 Assessment of Pre-defined Projects

For pre-defined projects, a set of procedures for formalizing their approval are determined.

4. Decision

4.1 | DECISION PROCESS

01

RECOMMENDATION OF THE COMMITTEES

According to the Programme Area of the Notice, the Committee meets and deliberates on the Preliminary Classification List, being able, in justified cases, to change the classification and the proposal of the amounts to be financed.

Once the recommendations of the Committees were received and analyzed, the PO consolidates the recommendations and draws up the Final Classification List.

In the event that the Final Classification List reveals that part of the available allocation will not be allocated, and if that allocation could allow the financing of another project, the PO may, on a proposal from the Committee, apply budget cuts of up to 3% of the requested budget, in all projects proposed for approval.

02

FINAL CLASSIFICATION LIST

With the issuance of the recommendation by the Committees, the results are integrated into a Final Classification List that will give rise to the Final Decision.

Notas

Selection Committee

- Programme Area: Business Development, Innovation and SMEs.
- Programme Area: Education, Scholarships, Apprenticeships and Youth Entrepreneurships.

Programme Committee

- Programme Area: Research.

CONTINUED

4. Decision

4.1 | DECISION PROCESS [continued]

03

COMMUNICATION OF THE PRELIMINARY DECISION

The Committees´ Recommendation Phase ends with the establishment of the **Preliminary Decision List** which determines which projects:

Approved with Endowment

Application classified above the minimum limit established in the Notice and up to the limit of the available allocation;

Approved without Endowment

Application classified above the minimum limit established in the Notice and below the limit of the available allocation;

Not Approved

Applications from the Quality Selection Phase below the minimum limit established in the Notice.

The PO communicates the Preliminary Decision to the Promoters at the Prior Hearing

04

CLAIMS AGAINST THE DECISION

During the 10 working days of Prior Hearing, Beneficiaries may contest, submitting allegations contrary to the Decision.

05

COMMUNICATION OF THE FINAL DECISION

After the Prior Hearing period, the PO creates the Final Decision List.

The PO communicates the Final Decision to the Beneficiaries.

4. Decision

4.2 | CONTRACT

01

REQUEST FOR ELEMENTS

When communicating the Final Decision, the Promoter may be informed that the conclusion of the financing contract is subject to the presentation of documents. Please check the Document Checklist that should accompany the formalization of the Contract.

If the Project is implemented involving partnerships, prior to signing the Contract, the Project Promoter enters into a Partnership Agreeement with all Project Partners.

02

CONTRACT SIGNATURE

The PO gathers the necessary parts and sends the Contract and the Favorable Financing Decision (FFD) to collect the Promoter´s signature.

Failure to return the contract and FD signed by the Promoter – within a maximum period of 20 working days or within a period agreed between the parties – will determine the expiry of the decision.

03

PUBLICATION OF RESULTS

Regardless of – for the sake of transparency and fluidity of communication – prior advertising may exist, relating to the different phases of the evaluation process, the PO formally advertises the List of Approved Projects with Endowment on the Programme website.

Documents Checklist

- ☐ CERTIFICATE ATTESTING TO A REGULARIZED SITUATION (TAX ADMINISTRATION)
- ☐ NON-DEBT DECLARATION (SOCIAL SECURITY)
- ☐ NIB PROOF
- ☐ SIGNED PARTNERSHIP AGREEMENT [if applicable]
- ☐ SUPPLIER FORM
- ☐ DATA PROTECTION DECLARATION
- ☐ OTHER DOCUMENTS REQUIRED

Alerts

- As an alternative to non-debt certificates, beneficiaries may give authorization to consult the tax situation (DGPM NIF:600084795 e NISS: 26000847955).

- The proof of ownership of the NIB must be in a specific account for transferring the amount related to the financing of the EEAFM.

4. Decision

4.3 | ASSESSMENT OF PRE-DEFINED PROJECTS

01

DETAILED DESCRIPTION OF THE PROJECT

Based on the generic description provided in the *Programme Agreement*, the PO requests that the Beneficiary instruct the process with detailed information regarding the project and its budget.

Whenever necessary, the PO may ask the Promoter to instruct the process with more elements and information until conditions are met for issuing the final opinion.

02

ISSUE OF POSITIVE OPINION

The signing of the Project Contract for a Pre-defined Project can only occur after the PO has verified its quality and confirmed its contribution to the objectives of the Programme, as well as its compliance with the EEAFM 2014-2021 legal framework, the applicable national and EU legislation. After issuing the final opinion, the PO issues a positive opinion and communicates to NFP.

03

DATE OF ELIGIBILITY OF EXPENDITURE

The starting date for the eligibility of expenditure on pre-defined projects is the date on which NFP notifies the FMO of the positive assessment of the Pre-defined Project.

04

COMPLETION OF THE PROCESS

The procedure concludes with the PO informing the Promoter and referring the process to the Contract Phase.

5. Execution

Instructions

“The Execution Phase comprises the moment after signing the Contract or Term of Acceptance, from which the Beneficiaries proceed with physical and financial execution of the Project. Effective physical and financial execution is a fundamental condition for allocation of approved funding.

This Guide clarifies the payment modalities, the form of articulation between the Promoter and the Programme Operator and the mechanisms and requirements necessary to formalize the Execution.

1. CALL
2. APPLICATION
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5. EXECUTION
6. CLOSING
7. POST-PROJECT

5.1 Payment of Advances

It defines the first advance procedure and the operation of interim advances.

5.2 Execution Report

Defines the periodic procedure for reporting, analyzing projects and paying advances.

5.3 Rescheduling Request

Defines the procedure for reprogramming the project execution.

5.4 Audits / On-Site Checks

Defines the procedure for verifying the physical execution of the Project.

Instructions

5.5 Irregularities

Procedure carried out in the detection and correction of irregularities.

5.6 Communication and Dissemination

Aspects to be taken into account for the fulfillment of the regulatory obligations regarding the publication of results.

5.7 Project Archive Organisation

The dossiers for each project must be well organized, containing an index of the materials that compose them and individualizing, with separators, each of its phases.

5. Execution

5.1 | PAYMENT OF ADVANCES

01

PAYMENT OF THE FIRST ADVANCE

The first advance must be paid one month after the signing of the project contract, and after a request has been submitted by the Promoter.

02

INTERIM ADVANCES

Subsequent interim advances must be paid, upon periodic submission of Execution reports, provided by the Promoter, under the terms and periodicity defined in the Contract. According to the duration of the Project´s implementation and Programme Area of the Notice, the percentages referring to the payment of advances and the final payment are established.

PROGRAMME AREA	PROJECT DURATION	% 1ST ADVANCE	% INTERIM PAYMENT	% FINAL PAYMENT (REIMBURSEMENT)
Business development, innovation and SMEs **Education, Scholarships, Apprenticeships and Youth Entrepreneurship**	≤12 Months	50%	40%	10%
	12-18 Months	40%	50%	10%
	≥18 Months	15%	75%	10%
Research	≤12 Months	50%	40%	10%
	12-24 Months	50%	40%	10%
	≥ 24 Months	35%	55%	10%

CONTINUED

5. Execution

5.1 | PAYMENT OF ADVANCES [continued]

03

PAYMENTS FOR SUBSEQUENT INTERIM ADVANCES

Payments for subsequent interim advances will only be made if the value of the eligible expenditure incurred, for the purposes of regularizing the previous advance, corresponds to 80% of the expected expenditure.

04

DEADLINES FOR PAYMENT OF ADVANCES

The PO has **60 days** to analyse and approve the Execution Report, and must procceed with the payment, **30 days** after the respective approval;

05

OTHER CONDITIONERS

The sum of the initial advance and interim advances cannot exceed 90% of the financial support.

5. Execution

5.2 | EXECUTION REPORT

01

COMPLETION OF THE FINANCIAL REPORT TEMPLATE

The Promoter must submit the Execution Reports as set out in the Project Contract. The Promoter must use the most updated version of the specific form and the respective annexes, made available to download.

The Financial Execution Report Template include the justification of the expenses incurred and the estimate of the expenses to be executed for the next period (Part A and B of the Project Interim and Final Report Form).

02

PREPARATION OF ANNEXES

Expense Documents

The expense documents must comply with the "List of expense documents" checklist of the Financial Execution Report.

Human Resources´ Timesheets

Good practices recommend that working time sheets should include information on all tasks performed by the employee, and should not be restricted to the tasks of the funded project. Timesheets must be signed by the employee and the project manager.

Certification of costs submitted by partner of Donor States

This document is issued for the purpose of certification, as required by Article 8.12.4 of the EEAFM 2014-2021 Regulation.

Hiring Procedures Verification Checklist

It must be completed in the template available for download.

Document Checklist

- [ ] IMPLEMENTATION REPORTS FORM
- [ ] EXPENDITURE DOCUMENTS
- [ ] HR TIMESHEETS
- [ ] CERTIFICATION COSTS (PARTNER STATE DONORS)
- [ ] PUBLIC PROCUREMENT CHECKLIST

Alerts

- The original of the invoices, or documents of equivalent probative value, must have evidence of affixing the co-payment stamp, indicating the project code, eligible amount and % of the financing.
- Pursuant to paragraph 2 of article 8.15, Beneficiaries who receive financing equal to or greater than 50% must comply with the rules on public procurement, as if it were a public entity.

CONTINUED

5. Execution

5.2 | EXECUTION REPORT [continued]

03

COMPLETION OF THE PHYSICAL EXECUTION REPORT TEMPLATE

The Physical Execution Report Model comprises the cumulative physical execution of the project (Part C of the Interim and Final Report).

04

IMPLEMENTATION REPORT SUBMISSION

Until there is an Information System that addresses this procedure, the Promoter must submit the Reports to the address: [DGPM | EEA Grants (mm.gov.pt)]

05

IMPLEMENTATION REPORT ANALYSIS

After the submission of the Execution Report, the PO carries out the technical and administrative analysis of its content.

The PO must carry out the checks provided for in the Regulation, which focus on administrative, financial, technical and physical aspects of the projects, respecting the principle of proportionality, in order to confirm, among others, the following aspects:

a) The Report on Physical and Financial Execution was duly instructed with all the elements that must be part of it;
b) Expense documents refer to expenses of an eligible nature in accordance with the rules of the EEAFM 2014-2021 Regulation and with the national and Community rules;

Alerts

The Programme Operator intends to provide the Beneficiaries with all resources for the proper instruction of the execution processes. In this context, in case of doubts or difficulties, can contact the support services, **on working days, Monday to Thursday, from 10:00 to 12:00 (GMT).**

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CONTINUED

5. Execution

IMPLEMENTATION REPORT ANALYSIS (continued)

c) Expenses correspond unequivocally to the approved project and are explicitly provided for in the investment components of the project;

d) Expense documents are within the eligibility period defined for the project;

e) The amounts included in the list of supporting documents for expenditure are correct, namely, the eligible amount and the approved financing rate;

f) The expenditure relates to public procurement procedures, whose compliance with applicable Community and national legal provisions on public markets has already been verified and validated;

g) The expense documents are classified by the beneficiaries in accounting terms, in accordance with the regulations in force;

h) The beneficiary has his tax or contributory situation regularized, evidenced by a certificate of absence of debts to the Tax Administration and Social Security;

i) The expenditure is not financed by other Community or national financing (placing a stamp on the discharge documents indicating the eligible amount and the percentage of the financing);

j) Compliance with legal and regulatory provisions regarding information and advertising.

Alerts

- For payment requests that include up to 100 expense documents, the analysis of the supporting documents must be exhaustive, and the Promoter must send all supporting documents for expenses in digital format.
- For payment claims that include more than 100 expense documents, the promoter must wait for the PO to request the supporting documents selected for verification.

CONTINUED

5. Execution

5.2 | EXECUTION REPORT [continued]

06

REQUEST FOR ELEMENTS/ CLARIFICATIONS

During the analysis of the Execution Reports, the PO may need clarifications or the inclusion of new elements.

The Promoter has 5 working days to answer. If the promoter does not respond, the evaluation is carried ut in accordance with the existing elements.

07

APPROVAL OF IMPLEMENTATION REPORTS

The approval of the Interim Project Reports, by the PO, must occur 60 days after its submission.

The PO communicates the Approval of the Execution Report to the Promoter and, up to 30 days after sending the communication, proceeds to the payment of the interim advance.
The communication on the approval of the Execution Report must contain the following information:

- Approved Eligible Expense
- Ineligible Expenditure – with due justification
- Advance amount payable
- Recommendations to the Physical Execution Report

Alerts

- Based on the analysis of the elements provided during the Execution Report process, the PO may decide on the need for the Promoter to make a rescheduling request.
- The analysis of the Execution Report will be suspended until the end of the Reprogramming process.

CONTINUAÇÃO

01

VERIFICATION OF CONDITIONS FOR REQUEST FOR REPROGRAMMING

The reprogramming proposal may result form the following circumstances:

- Change of Beneficiary;
- Changes to the start and end dates of project execution – in this case, it is necessary to ensure that the proposed new term is included in the programme´s eligibility period, not contrary to the provisions of article 8.13. of the EEA Grants 2014-2021 Regulation (30th April 2024), regarding project execution deadlines;
- Changes to planned budget lines – introduction, replacement or reduction of budget lines in the financing decision. In this case, it is necessary to ensure that changing the proposal does not change the expected results, nor the project objectives initially approved. If the request concerns a change in the types of expenditure within the same budget line, there is no need for a change to the FFD;
- Changes to the maximum amount of support, the contribution rate, the total investment and the eligible investment. The proposed values should be based on information/elements that allow to estimate with great precision the final cost of the project (through the presentation of budgets in the conditions foreseen for the application´s instruction).

Alerts

- In any change, it will be necessary to ensure that the fundamental objectives of the project are safeguarded and to confirm that it is in a state of maturity that will guarantee its final cost.

CONTINUED

5. Execution

5.3 | REQUEST FOR REPROGRAMMING [continued]

02

PREPARATION OF DOCUMENTATION

The request to change the financing decision must be formalized by submitting the **Programme Reprogramming Request Form**, available for download and the respective supporting documents.

03

REPROGRAMMATION REQUEST INSTRUCTION

The Promoter instructs the Reprogramming Request, by completing the Reprogramming Document, which must contain the justification of the need, the reasons for the impacts and the presentation of relevant documents.

04

SUBMISSION OF REPROGAMMATION REQUEST

Until there is an Information System that addresses this procedure, the Promoter must take the request in the address: DGPM | EEA Grants (mm.gov.pt)

05

REQUESTS FOR ELEMENTS / CLARIFICATIONS

Reprogramming Requests will merit a detailed analysis by the PO.
During this process, the PO reserves the right to request elements and/or clarifications it deems necessary for the proper analysis of the request.

Whenever the PO requests, the Promoter has 5 working days, or a period agreed between the parties, to answer. If the Promoter does not respond in accordance with the agreed terms, the PO reserves the right to decide based on the existing elements.

Documents Checklist

- ☐ REPROGRAMATION REQUEST FORM
- ☐ SUPPORTING DOCUMENTS

Alerts

- The financing decision may, in exceptional situations, be the subject of a change request (reprogramming), namely, in the case of changes in the financial conditions, in the execution conditions, or even in changes relating to beneficiaries, giving rise to a new decision financing.
- The modification of a financing decision may be requested by the Promoter or proposed by the PO.
- As a general rule, only one request for changes to the financing decision will be accepted or, in duly justified situations, 2 requests for changes may be accepted, provided that the reason is due to extraordinary and non-attributable causes to the Promoter.

5. Execution

5.3 | REQUEST FOR REPROGRAMMING [continued]

06

COMMUNICATION OF THE DECISION

After analysis, the PO informs the Promoter of the Intention of Decision at the Previous Hearing.

In the case of a Non-Favorable Decision, the Promoter has 10 working days, in the context of a Previous Hearing, to present the arguments contrary to the decision.

After the Prior Hearing period ends, the PO will analyse the complaints and prepare the Final Decision, communicating, subsequently, the Favorable or Non-Favorable Decision, regarding the Reprogramming request. If it is a Favorable Decision with no implications in the Project Contract, the PO communicates to the Promoter by sending the new FFD.

07

AMENDMENT TO THE PROJECT CONTRACT

In cases where the change has implications for the Project Contract, an addendum to the contract will be sent.

The addendum must be sent signed by the Promoter, within 20 working days or within the period agreed between the parties.

Failure to sign the addendum within the aforementioned period determines the expiry of the amendament to the financing decision.

Alerts

- The financing decision may, in exceptional situations, be the subject of a change request (reprogramming), namely, in the case of changes in the financial conditions, in the execution conditions, or even in changes relating to beneficiaries, giving rise to a new decision financing.
- The modification of a financing decision may be requested by the Promoter or proposed by the PO.
- As a general rule, only one request for changes to the financing decision will be accepted or, in duly justified situations, 2 requests for changes may be accepted, provided the reason is due to extraordinary and non-attributable causes to the Promoter.

CONTINUED

5. Execution

5.4 | AUDITS / ON-SITE CHECKS

01

VALIDATION ASPECTS OF ON-SITE CHECKS

On-site checks allow for validation:

- The physical existence of the project;
- Delivery of results in accordance with the project contract;
- Physical progress;
- Compliance with advertising rules;
- The existence of original supporting documents (especially when the same promoter implements more than one project at the same time or receives financing from other financing);
- The accuracy of the information related to the physical and financial implementation of the project submitted by the Promoter.

02

SPACE FOR PERFORMING ON-SITE CHECKS

On-site checks are carried out in the project´s operating space, where the technical and accounting documentation is located. Where it is possible to verify compliance with environmental legislation and to use licenses and authorizations for the execution of the project, if applicable.

03

NOTIFICATION

Promoters are notified in good time:

- The date and place of its realization;
- Documents to be made available by the Promoter;
- The personnel who must be present to provide the necessary clarifications (eg: responsible for the project, financial responsible, etc.);
- Identification of the Audit team by the PO.

Alerts

- Based on a risk analysis, and according to an Annual Plan, the PO will carry out on-site checks which will focus on the technical and physical aspects of the projects, with reference to the terms that served as the basis for the Favorable Financing Decision and the compliance of the execution with them and with the desciption of the works or supplies performed, contained in the expense documents submitted for co-financing in payment requests.

CONTINUED

5. Execution

5.4 | AUDITS / ON-SITE CHECKS [continued]

04

PRELIMINARY REPORT

The verifications carried out within the scope of the Audits / On-Site Checks will give rise to a Preliminary Audit Report, which evidences the verifications carried out, the recommendations, their results/conclusions and the measures to be taken to correct any anomalies/irregularities detected.

05

COMMUNICATION OF THE PRELIMINARY REPORT

The recommendations and conclusions contained in the Preliminary Audit Report must be communicated to the Promoter, establishing, whenever there are recommendations in this regard, a period of **10 working days, for the regularization and respective demonstration, of the anomalies/irregularities detected.**

If the Beneficiary submits contrary claims, the PO analyses the allegations and the evidence presented.

06

FINAL REPORT

After analysing the allegations, the PO proceeds to prepare the Final Audit Report.

The results/conclusions contained in the Report are communicated to the Promoter, establishing, whenever there are recommendations in this regard, a deadline for the regularization and demonstration of the detected anomalies.

Alerts

- The Beneficiary must, within the indicated period, show how it complied with the recommendations and/or what measures were taken to correct the anomalies/ irregularities detected.
- Failure to meet the established deadline and failure to comply with the recommendations identified will lead to the implementation of measures by the PO, and depending on the degree of irregularities, it may lead to suspension of payments to Beneficiaries.

5. Execution

5.5 | IRREGULARITIES

01

IDENTIFICATION OF IRREGULARITIES

During the execution of the projects Irregularities can be identified, namely, in the following processes:

- Project Execution Analysis;
- Rescheduling Analysis and Decision;
- On-site checks (carried out by the Programme Operator);
- Audits (carried out by entities external to the PO);
- Approval of the Final Report.

When the detected and reported irregularities have finacial consequences, the value of this correction cannot be reused in the same project, so the PO must adopt the following procedures:

- Ensure financial correction;
- Prevent reuse of funds in the same project;
- Recover the amounts unduly paid to the Beneficiary and any compensation that may be required.

Alerts

- An irregularity is a violation of the legal framework of EEAFM 2014-2021, and other applicable legislation.

- After identification and analysis, the PO informs the Promoter of the irregularities detected and the necessary measures and a deadline for their correction, establishing a deadline for their regularization.

CONTINUED

5. Execution

5.5 | IRREGULARITIES [continued]

02

COMMUNICATION OF IRREGULARITIES

The PO makes a communication to the Promoter informing them of the instruction of the financial recovery process, which can be formalized, in the following ways:

- The refund will be made by offsetting credits already calculated or subject to clearance in the short term, related to the same project.
- If the compensation referred to above is not possible, the PO notifies the Promoter of the amount to be refunded, the respective deadline and the reasons for the decision.
- Alternatively, compensation for credits relating to the same Beneficiary, relating to other projects, may be agreed, if the same Beneficiary has more approved projects.
- If the refund does not occur in the aforementioned manner, the financing contract will be subject to termination, implying the obligation of the beneficiary to refund all the amounts received.

Alerts

- Until the irregular amounts are recovered, all payments to Promoters and partners will be canceled, including payments to other projects under the Programme.

CONTINUED

5. Execution

03

FINANCIAL CORRECTION IN PROJECT EXECUTION

The compensation with credits already established, or subject to short-term calculation, will be through the adjustment of the amount of financing to be paid to the Beneficiary, when paying interim advances and/or final payment.

04

RESTITUTION OF AMOUNTS

The Beneficiaries must refund the amounts in question within 30 working days, counting from the respective notification.

In duly justify situations, the entity responsible for the recovery may authorize the extension of the referred period, in which case the default interest is due form the end of the period granted to the entity to proceed with the refund.

Refunds can be phased in, up to a limit of 3 years, through the provision of bank guarantee and authorization from the entity responsible for the recovery, with interest on arrears being paid, at the legal rate in force for debts to the State, until the granting of the request for payment stated refund, if this occurs after the expiry of the period referred to in the previous paragraph.

05

FISCAL EXECUTION

Whenever the Beneficiaries obliged to refund any amount received do not fulfill their obligation within the stipulated period, it is the same performed through tax enforcement, to be promoted under the terms of the applicable legislation.

Alerts

- In case of non-repayment within the established period, interest on arrears is added to the rate in force for State debts (public entities) or for debts to the State (private entities).

CONTINUED

5. Execution

5.6 | COMMUNICATION AND DISSEMINATION

Checklist

- [ ] **HIGHLIGHTING THE CONTRIBUTION OF EEA GRANTS**
  Disseminate the results achieved during the implementation.
- [ ] **ENHANCING BILATERAL RELATIONS**
  Disseminate the results of bilateral relations (projects in partnership with donor state entities).
- [ ] **INFORM THE PROGRAMME OPERATOR**
  Inform the PO of all public events related to the project, at least 5 working days in advance.
- [ ] **STATIONARY UPDATE**
  Include the EEA Grants logo in all promotional materials in accordance with the manual´s graphic standards.
- [ ] **DIGITAL COMMUNICATION**
  Create a website or page to provide information about the approved project.
- [ ] **DIGITAL COMMUNICATION DOSSIER**
  These dossiers must be accessible digitally and so immediately when requested by the PO.
- [ ] **COMMEMORATIVE PLAQUE**
  Produce a commemorative plaque if the financing has a physical component.

Alerts

- Each Project must have a focal point for communication area.
- The "EEA Grants Communication Manual and Graphic Standards 2014-2021" available for download should be consulted.
- The Promoter must implement the communication plan, taking into account the duty to organize at least three communication activities.

CONTINUED

5. Execution

5.6 | COMMUNICATION AND DISSEMINATION [continued]

01

DIGITAL COMMUNICATION DOSSIER

All Promoters are required to prepare a Digital Communication Dossier. This dossier must be accessible digitally and immediately.

02

ELEMENTS OF THE DIGITAL COMMUNICATION DOSSIER

The Digital Communication Dossier of the project must contain at least the following elements:

- Full name of the project (PT/EN). If applicable, the name to be used for communication purposes (PT/EN);
- Name of the promoter and partners;
- Names of persons responsible for reporting purposes;
- Contacts (address, phone numbers, e-mail addresses, @usernames created for the different social networks in which they are present, etc.);
- Short summary of the project in PT and EN with an accessible language for communicational purposes;
- Communication Plan;
- News of the project in PT and EN > at least two – one referring to the beginning of the project or initiative and other about the results achieved;
- Photographic registration of the project > mandatory caption and respective rights (if applicable);
- Other elements, such as:
  - Statement or Press releases;
  - Audiovisual record;
  - Any material produced for communication purposes;
  - Clipping.

CONTINUED

03

PROCEDURES FOR CONTENT CREATION AND MAINTENANCE IN THE DIGITAL COMMUNICATION DOSSIER

To initiate the procedures for content creation and maintenance that must be included in the Digital Communication Dossier, the Promoter must perform the following steps:

1. Set E-mail address

Provide the PO (at the focal point for communication) with a valid e-mail address (mandatory from “Gmail”);

2. Document Sharing

After sending said email, the PO will share, through the “Google Drive” application, a folder with the designation of the Promoter Project; access is immediate and shared between the DGPM and the Promoter;

3. Organization of Contents

The Promoter´s “content manager” will be able to personalize the Dossier by creating subfolders. However, the information must be compartmentalized according to its type, prevailing the quick access to the contents placed there, in a clear and evident way;

4. Process Monitoring

For monitoring purposes, every month and after the start of the Project, the DGPM focal point will send, by e-mail, a form of “Google Forms” for mandatory filling, where all the planned communication initiatives/ activities will be registered, by the Promoter, for the following month and so on. The submission of the form is automatic and does not require any extra procedure.

5. Execution

5.7 | PROJECT ARCHIVE ORGANIZATION

The dossiers for each project must be well organized, containing an index of the materials that compose them and indidualizing, with separators, each of its phases:

01

APPLICATION

Application instruction: Application approved including all its attachments;
Analysis of the application: Exchange of correspondence;
Financing Decision and Contract: Application Decision and Project Contract signed and Partnership Agreements (if applicable).

02

EXECUTION

Interim Execution Reports: include, in this tab, copies of the respective Financial Execution Reports, with payment requests and copies of the Physical Execution Reports, with payment requests and copies of the Physical Execution Reports that accompany them.

Process for opening a specific bank account for the project: The tab for the specific bank account must contain monthly bank statements, communication of transfers made by the PO and copies of receipts proving advances and tranches received.

Statements supporting non-debt to the Tax Authority and Social Security, duly updated.

Proof of the situation in relation to VAT (with the necessary annual updates, in the event of changes, eg. pro rata): must include the declaration requests and the responses from the VAT services. For VAT framework situations that change annually, proof of the situation before VAT must be sent to the PO.

Hiring processes carried out for the implementation of the project: where applicable, all the procedural documents relating to the legal regime for the realization of public expenses with the lease and acquisition of goods and services, as well as the Contracting Checklist to be used by the beneficiaries and made available by the PO.

Expenses and payments made: copies of lists and respective expense documents sent to the PO must be included, with express reference to the location of the originals in the Beneficiary´s accounting files. In the case of expenses whose allocation to the project is partial, the formula for calculating the imputed value must be clearly evidenced.

Dissemination and publicity actions: must include all documentation on the fulfillment of the communication plan under the responsibility of the Project Promoter, as set out in Annex 3 of the Regulation, as well as the location of the digital dossier.

5. Execution

5.7 | PROJECT ARCHIVE ORGANIZATION [continued]

03

MONITORING AND CONTROL

Audit reports and control actions
Mail exchange
Irregularities

04

CLOSING

Correspondence
Final Execution Report
Final Balance Payment

The Project Promoter and Partners (if applicable), must ensure that all proof of expenditure and documents relating to the Project audit are maintained in their original format or in certified versions of the original documents on generally accepted data carriers.

Beneficiaries entities are obliged to established the necessary project dossiers, composed of all documents related to the financed projects, in the form of original documents. If such a system implies unacceptable administrative changes, the originals may be replaced by copies, with unequivocal reference to their location in the beneficiary´s services, or certified copies, in digital format (when legally permissible), in order to guarantee, properly, an audit trail.

In a first phase, this registration will be made on paper and/or in digital support, organized by project/ application phase (until the implementation of an Information System to support applications to programmes financed under the EEAFM - IS), ensuring effective access to the necessary audit trail.

These dossiers, in paper or digital version, must be kept available for a period of five years after the approval of the Final Project Report by the Programme Operator.

6. Closing

Instructions

“The Closing Phase comprises the moment when a Project is completed physically and financially, when all tasks and activities are completed and the entire expense is fully paid and justified by the Beneficiary, with the Programme Operator.

1. CALL
2. APPLICATION
3. EVALUATION
4. DECISION
5. EXECUTION
6. CLOSING
7. POST-PROJECT

6.1 Preparation of the Final Report

Defines the reporting procedure for the Final Report.

6.2 Final Balance Payment

Defines the payment conditions for the final balance.

6. Closing

6.1 | PREPARATION OF THE FINAL REPORT

01

SUBMISSION OF THE FINAL REPORT

All procedures described in Section 5.2 of this Beneficiary´s Manual – Execution Report must be followed

02

APROVAL OF THE FINAL REPORT

The PO receives the information and analyses:

a) If the Final Report is properly instructed and these are no anomalies in the execution of the Project:
   - the PO approves the Final Report and pays the final balance.

b) If the Final Report identifies anomalies in the execution of the project:
   - the PO issues a proposal for an unfavorable opinion.

c) When issuing the unfavorable opinion, if the Promoter is able to remedy the anomalies:
   - the PO approves the report and pays the final balance.

d) If the Promoter does not answer, or if the response does not allow for the suppression of anomalies:
   - the PO identifies the irregularities and the consequent financial corrections to be applied when paying the final balance (if applicable).

The Promoter has 10 working days to answer.

Alerts

- A project is considered to be physically and financially complete when all works are completed and when all the corresponding expenditure is fully paid and justified.
- 90 days after the physical and financial completion of the Project, counted from the issuance of the last invoice, the Promoter must submit the Final Project Report.

6. Closing

6.2 | FINAL BALANCE PAYMENT

01

FINAL BALANCE PAYMENT

After the approval of the Final Report, the PO proceeds to calculate the Final Balance of the Project, taking into account the approved total eligible expenditure and the fulfillment of the assumptions for the closure of the project.

Payment of the Final Balance is made within a maximum period of 30 days after approval of the Final Report.

Alerts

If the project is not completed by the Final Eligibility Date, the PO may carry out the procedures, with a view to recovering all or part of the financing paid to the Beneficiary.

7. Post-Project

Instructions

“The Post-Project operating period will be established, under the Contract, by the Programme Operator, with the aim of ensuring the sustainability of the Project and ensure that the Financial support has an impact on the objectives and expected results of the Blue Growth Programme, as well as generating the maximum benefits for the Beneficiaries, in particular, and the Society, in general.

7.1 Operation Phase

Monitoring of Projects during their Operation Phase

7. Post-Project

7.1 | OPERATION PHASE

01

MONITORING OF PROJECTS DURING THEIR OPERATION PHASE

In accordance with paragraphs 1 and 2 of Article 8.14 of the EEAFM 2014-2021 Regulation, the Programme Operator shall ensure that:

- Projects involving investment in real estate and/or land (including renovation) have been in operation for, at least, five years after the Programme Operator´s approval of the final project report and the real state and/or land is used for the purposes of the project, as described in the project contract.

- For other projects, the minimum post-completion operation period must be determined by the Programme Operator, described in the call for proposals and included in the project contract. The determination of this period should be guided by the objective of promoting the sustainability of the project and ensuring that the financial support provided to the project generates the maximum benefits for its target group and final beneficiaries.

The Programme Operator should ensure that the Project Promoter withholds the contribution of the EEA Financial Mechanism 2014-2021, only if the project complies with paragraphs 1 and 2.

Alerts

- The post-project monitoring will have the same configuration as a project follow-up action, or alternatively, by requesting the Beneficiary to demonstrate that the situations previously described are being met for the stipulated deadlines.

- If there is a substantial change in the conditions referred to above, the amounts paid to the Beneficiary are recovered.

8. Rules and Technical Guidelines

MAJOR DOCUMENTS RELATED TO EEA GRANTS:

REGULATION ON THE IMPLEMENTATION OF THE EEA GRANTS 2014-2021

The Regulation contains the rules and procedures for the 2014-2021 funding period of the EEA Grants.

2014-2021: GUIDELINES FOR EDUCATIONAL PROGRAMMES

Rules for the establishment and implementation of programmes falling under programme area 3 “Education, Scholarships, Apprenticeships and Youth Entrepreneurship” in the 2014-2021 funding period.

2014-2021: GUIDELINES FOR RESEARCH PROGRAMMES

Rules for the establishment and implementation of programmes falling under the Programme Area “Research” in the 2014-2021 funding period.

EEA GRANTS COMMUNICATION MANUAL AND GRAPHIC STANDARDS 2014-2021

Guidelines on Communication (considered as an operation tool, for daily consultation).

9. Glossary

PARTNERSHIP AGREEMENT

Agreement between the Promoter and the Partner(s) for the partnership development, regulating the roles and responsibilities of the Parties, as well as the budget and expenses allocated to the participation of the partners.

AUTHORITY OF IRREGULARITIES (IGF)

National public entity (Inspeção Geral de Finanças) functionally independent of the National Focal Point, the Certification Authority and the Programme Operators, designated by Portugal as a Beneficiary Country, is responsible for registering and reporting irregularities detected to the FMO.

AUDIT AUTHORITY (IGF)

National public entity (Inspeção Geral de Finanças) functionally independent of the National Focal Point, the Certification Authority and the Programme Operators, designated by Portugal as a Beneficiary Country, is responsible for verifying the effective compliance with the Management and Control Systems previously approved.

CERTIFICATION AUTHORITY (ADC)

National public entity (Agência para o Desenvolvimento e Coesão) functionally independent of the National Focal Point, the Certification Authority and the Programme Operators, designated by Portugal as a Beneficiary Country, is responsible for certification of financial reports.

OPEN CALL TEXT

Competition notice to allocation of funds available for financing bilateral initiatives, containing the conditions for granting funding, namely, amounts, financing rates, deadlines for submission of proposals, selection criteria, etc.

BENEFICIARY

Promoter and project partners.

9. Glossary

EXPENDITURE CERTIFICATION

Formal procedure through which the Programme Operator declares that the expenses presented are eligible, that they are justified by paid invoices, or other accounting documents of equivalent probative value, or physical indicators of physical implementation in the case of simplified costs, and that were performed in the activities duly approved for financing.

PROJECT CONTRACT

For each approved project, a project contract must be signed between the Programme Operator and the Project Promoter, establishing the terms and conditions for granting the financing, as well as the roles and responsibilities of the parties. In particular, it should include provisions that ensure that the Project Promoter undertakes to fully comply with the provisions of the EEAFM 2014-2021 legal framework, which are relevant to the execution of the project, including any obligation that is valid after the completion of the project.

ELIGIBLE EXPENDITURE

Expenditure identified and clearly associated with the completion of an activity, whose nature and date of realization respects the EEAFM 2014-2021 legal framework, as well as the other applicable national and community rules.

DONOR PROGRAMME PARTNER (DPP)

Public entity of a Donor Country designated by the FMC to assist in the preparation and implementation of a Programme agreed in the MoU.

DONOR COUNTRY PARTNER ENTITY

Entity involved and with an effective contribution in the implementation of the project with the main location in one of the Donor Countries.

FINANCIAL MECHANISM COMMITTEE (FMC)

Committee created by the Donor Countries in order to manage the European Economic Area Financial Mechanism, made up of representatives of the respective Ministries of Foreign Affairs.

9. Glossary

FINANCIAL MECHANISM OFFICE (FMO)

Office that assists the FMC in management the Financial Mechanism of the European Economic Area and serves as a contact point.

IRREGULARITY

An irregulariity is a violation of the EEAFM 2014-2021 legal framework, and other applicable legislation, which affects or impairs any phase of the project´s implementation.

EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM (EEAFM)

Financial Mechanism, created under the European Economic Area Agreement, through which Donor Countries finance, in 15 Beneficiary Countries, initiatives and projects in different programme areas, with a view to reducing economic and social disparities and strenghtening bilateral relations between Donor Countries and Beneficiary Countries.

PROGRAMME OPERATOR (PO)

Public or private entity designated in the MoU, with responsibility for preparing and implementing the Programme.

BENEFICIARY COUNTRIES

15 European Union Member Countries with the largest deviations from the European average of GDP per capita, including Portugal, eligible as beneficiaries of the European Economic Area Financial Mechanism.

DONOR COUNTRIES

Iceland, Liechtenstein and Norway, Countries belonging to the EFTA Association that signed the Accession Agreement to the European Economic Area and that contribute funding to the EEAFM.

PROJECT PARTNER

A natural or legal person actively involved and contributing effectively to the implementation of a project. Shares with the Project Promoter a common economic or social goal to be achieved through the implementation of this project.

9. Glossary

NATIONAL FOCAL POINT (NFP)

The national public entity (National Focal Point of the EEAFM) designated by the beneficiary country with overall responsibility for meeting the objectives of the EEAFM 2014-2021 and for implementing the MoU.

PROGRAMME

Structure with the definition of a development strategy with a set of coherent measures and indicators to be carried out through projects with the support of EEAFM 2014-2021 and aim to achieve the agreed objectives and results.

.

PROJECT PROMOTER

Natural or legal person responsible to initiating, preparing and implementing a project. In the case of partnership projects, the promoter is the project leader.

EEAFM 2014-2021 LEGAL FRAMEWORK

Comprising the EEAFM 2014-2021 Regulation, Protocol 38C of the European Economic Area Agreement, the Memorandum of Understanding, the Programme agreements and the Guidelines adopted by the FMC.

FINANCING RATE

Participation from EEAFM 2014-2021 for the implementation of approved programmes, projects and initiatives, corresponding to a percentage of their total eligible cost.

NATIONAL MANAGEMENT UNIT (UNG)

Under the terms of Resolution of the Council of Ministers n.º 39/2017, of 10th march, rectified by the Declaration of Rectification nº14/2017, of the 24th april, the National Management Unit for the Financial Mechanism of the European Economic Area 2014-2021 is created, which assumes the role of National Focal Point, with the mission of fulfilling the duties defined in the EEAFM 2014-2021 Regulation and Memorandum of Understanding.

BLUE GROWTH PROGRAMME WEBSITE

Please find all relevant information at

EEA Grants » Programmes » Blue Growth

https://www.eeagrants.gov.pt/en/programmes/blue-growth

PROGRAMME EMAIL CONTACT

Please contact us through our email: eeagrants@dgpm.mm.gov.pt

BENEFICIARY SUPPORT LINE

You can use the Blue Growth Programme Beneficiary Support Line (+ 351 218 291 000), on working days, from Monday to Thursday, from 10:00 to 12:00 (GMT).