

## Programme Work-Life Balance and Gender Equality

### SMALL GRANTS SCHEME #3 FOR APPLICATIONS:

#### Small Grants Scheme #3 – White books/studies to foster gender equality

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

The Commission for Citizenship and Gender Equality was designated Programme Operator of the Work-Life Balance and Gender Equality in accordance with the Memorandum of Understanding on the Implementation of the EEA Grants 2014-2021 signed on 22 may 2017, in Lisbon, with a total amount nearly €7 million (€6 million EEA Grants + €1 058 824 CIG).

This Programme supports innovative and sustainable projects in Portugal connected with the priority fields of Work-Life Balance, Domestic and Gender-based Violence and Good Governance, aligned with the National Strategy for Equality and Non-discrimination 2018-2030 – “Portugal + Igual”.

The projects selected under this call shall contribute to the Programme Outcome 1 “Enhanced gender equal opportunities in the labour market” and the indicators of the Output 1.4 “Knowledge on workplace-related gender equality generated” in accordance with the Annex I of the Programme Agreement.

Outcome	Expected Programme results	Indicator	Unit of measurement	Source of verification	Frequency of reporting	Baseline value	Baseline year	Target value
Outcome 1 Enhanced gender equal opportunities in the workplace	Output 1.4 Knowledge on workplace-related gender equality generated	Number of white books produced based on the conducted gender equality analyses	Number	Copies of white books	Semi-annually	0	N/A	5

This notice for Small Grants Scheme #3 sets down the rules for the submission of applications.

The application form and annexes are available on the EEA Grants website, in <https://www.eeagrants.gov.pt/pt/programas/conciliacao-e-igualdade-de-genero/concursos/>

**PROGRAMME OPERATOR:** Commission for Citizenship and Gender Equality (CIG)

**DONOR PROGRAMME PARTNER:** Norwegian Equality and Anti-discrimination Ombud (LDO)

## 1. PRIORITY AREAS:

This Small Grants Scheme aims to support the production of studies/white books that contribute to improve the Portuguese legal system and/or national policies for the promotion of gender equality, in the following priority areas:

### A) Impact of maternity on income

The study/white book shall assess the impact of maternity on wages, throughout women's professional careers and in their pensions (and subsequent higher levels of poverty), in the light of the national social security system, and ways to mitigate these impacts. It shall include a comparative analysis of other legal systems (e.g., maternity supplement on contributory pensions in the Spanish social security system).

### B) Paid domestic work

The study/white book shall analyze the Portuguese legal regime applicable to paid domestic work, in the light of ILO Convention no 189 and taking into account the need to approximate this regime to the general labor regime, to strengthen social protection and to promote formalization.

The project shall include a comparative analysis of other legal regimes and practices (e.g. voucher system); contribute to a better understanding of the reality, in particular regarding the informality of the sector, constraints on the application of existing legislation (law in books and law in action) and impacts of legislation/measures adopted during the COVID-19 crisis, and the need to improve the literacy of workers' and employers' about rights and duties, including through consultation of the social partners.

### C) Intersectional and multiple discrimination

The study/white book shall analyze how intersectional and multiple discrimination is framed within the Portuguese legal regime relating to the combat and protection against discrimination. It shall contribute to the identification of gaps and inconsistencies that result namely from the current dispersion both at legislative level (e.g., the existence of different legal regimes for different discrimination grounds) and at institutional level (dispersion of administrative competences to act against discriminatory practices among a multiplicity of entities on the basis of different discrimination grounds and areas).

The project shall contribute with concrete proposals for the definition of a clear conceptual and technical framework, as well as an integrated and coherent legal framework for combating and protecting against discrimination, that covers the various discrimination grounds, that ensures protection against intersectional and multiple discrimination. It shall include a comparative analysis of other legal regimes.

### D) COVID19- Gender Equality Impact and labour market challenges

The study/white book shall analyze how the outbreak of the novel coronavirus and the spread of the COVID-19 disease, that resulted in a global crisis, are affecting the Portuguese families, namely the interconnections between, on the one hand, telework and, on the other, work-life balance and distribution of unpaid work between women and men, in the context of the pandemic crisis caused by COVID-19 and in view of the pos-crisis period in Portugal. It shall contribute to understand if the socio-economic consequences and financial impacts on many families are increasing stress and anxiety and, most of all, if the crisis is affecting unequally men and women at work and society; if so, what are the consequences for gender equality.

On the basis of an analysis of the impacts of the fast development of teleworking (as a preventive health response to the crisis) on work-life balance and distribution of unpaid work,

and considering the potential of telework in promoting equality between women and men, the purpose of the project is to propose and present concrete mechanisms that guarantee that telework does not exacerbate preexisting gender social asymmetries and is implemented in a way that promotes equality.

For this purpose, the project shall put forward concrete policy proposals that focus both on legislation and on concrete organizational practices that employers and employees can adopt namely at the workplace, and that social partners can develop at the level of collective bargaining. To this end, the project shall include a comparative analysis of other legal regimes and practices, as well as identification of practices at national level.

### **E) Work-life balance public and private policies**

The study/white book shall assess and analyze the processes and impacts of the policies developed under the national work-life balance program ([\*3 em Linha - Programa para a Conciliação da Vida Profissional, Pessoal e Familiar\*](#)). In December 2018, this program was launched to foster conditions for women and men to be able to balance professional, personal and family life, with 33 measures across 4 axes: promoting work-life balance practices in private and public organizations, including through dialogue with social partners; developing specific action measures in the public administration; improvement of infrastructures, services and incentives in the care, education, transport and health sectors; and producing knowledge. As established in the program, it shall be assessed three years after being launched.

In particular, and considering its unique approach, the project will closely monitor the implementation and impacts of the *Pacto para a Conciliação* which brings together public and private organizations (currently 58) that voluntarily commit to implement and certify a work-life balance management system according to the Portuguese standard NP4552:2016. This shall include: monitoring the implementation of the standard in all involved organizations; mapping practices developed in each organization namely in terms of work organization, professional development, and work-life balance services and benefits; identifying impacts in terms of organizational transformation and improvements in work-life balance conditions and results for workers and employers; mapping best practices in Portugal and in other countries. This work shall be done in articulation with the Coordinator of the *Pacto para a Conciliação*, the General Secretariat of the Presidency of the Council of Ministers.

Under this Small Grants Scheme, the Programme Operator aims to attract applications from higher education institutions and research centers, but also social partners, central public administration entities, and other organizations specialized in methodologies concerning the priority areas.

Project teams must ensure the needed interdisciplinarity to cover all aspects identified in each thematic area, and should always including field researching, data collecting, and a comparative law and/or policy perspective.

Under this Small Grants Scheme, each applicant is entitled to present not more than one proposal per priority area. This limitation does not apply to project partners.

### **Only one project per priority area will be approved.**

The studies/white books shall:

- Identify the state of the art national and international bibliography in each thematic area, and demonstrate how they contribute with new knowledge;
- Analyze field research findings;
- Present data collecting and statistical analyses;

- Include comparative analysis of legal regimes and/or policies from other countries and assess applicability of best practices within the national legal framework;
- Produce concrete and objective recommendations for improving existing national legal regimes in the areas under review;
- Consider Portugal's regional and international commitments in the thematic areas concerned;
- Ensure the necessary interdisciplinarity to cover all aspects identified in each thematic area – always including a Law perspective;
- Result in submission of one or more scientific articles to international reference journals.

The Commission for Citizenship and Gender Equality will ensure the dissemination of the white books/studies, in open access and in digital format over the web, without restrictions and at no cost.

## 2. SUBMISSION DEADLINE:

(In line with Article 7.3, nº 2 b. of the Regulation on the implementation of the EEA Grants 2014-2021 (Regulation))

Applications can be submitted any time between **21.04.2021** until **30.06.2021**, 18:00:00 (Lisbon time).

The applications shall be submitted electronically to [eeagrants@cig.gov.pt](mailto:eeagrants@cig.gov.pt), using the application forms and Annexes available on the website <https://www.eeagrants.gov.pt/pt/programas/conciliacao-e-igualdade-de-genero/concursos/>.

## 3. TOTAL AMOUNT AVAILABLE: 552.942€

### Maximum amount available per priority area:

- Area A) Impact of maternity on income – 116.117,82€
- Area B) Paid domestic work – 116.117,82€
- Area C) Intersectional and multiple discrimination - 88.470,72€
- Area D) Covid 19 Gender Equality Impact – 116.117,82€
- Area E) Work-life balance public policies – 116.117,82€

### Minimum grant amount per project:

80.000€

### Maximum grant amount per project:

- Area A) 116.117,82€
- Area B) 116.117,82€
- Area C) 88.470,72€
- Area D) 116.117,82€
- Area E) 116.117,82€

## 4. DURATION OF PROJECTS:

Up to 18 months (in any case, expenditures incurred after 30 April 2024 shall not be eligible).

## 5. TERRITORIAL APPLICATION:

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

## 6. PROJECT GRANT RATE:

Grants to projects from the Programme may be up to 100% of total eligible expenditure of the project. In the case of projects where the project promoter is an NGO or a social partner, as defined in Article 1.6 (n) and (y) of the Regulation, the project grant rate may be up to 90% of total eligible expenditure of the project. The project grant rate shall be set, in all cases, at a level that complies with the State Aid rules in force and takes into account any and all other forms of public support granted to projects. Any remaining costs of the project shall be provided or obtained by the project promoter.

In case of co-financing, the Promoter's financial contribution may be made in cash or kind. Contribution in kind may be made through volunteer work in NGO up to a maximum of 50% of the necessary contribution value. To calculate the value per hour of voluntary work for the purpose of contribution in kind please consult article 6.4.5 and 6.4.6 of the Regulation.

## 7. ELIGIBILITY OF APPLICANTS:

According to Article 7.2.1 of the Regulation: any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in Portugal are considered eligible project promoters.

## 8. PROJECT PARTNERS:

According to Article 7.2.2 of the Regulation: any public or private entity, commercial or non-commercial, as well as non-governmental organizations established as a legal person either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any international organization or body or agency thereof, actively involved in, and effectively contributing to, the implementation of a project, are considered eligible project partners.

## 9. ELIGIBILITY OF THE EXPENDITURE:

(In line with Article 8. 2 and 8.3 of the Regulation)

### 9.1 Eligible expenditures of projects are those actually incurred within the project, which meet the following criteria:

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract; expenditures incurred after 30 April 2024 shall not be eligible;
- b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- c) they are proportionate and necessary for the implementation of the project;
- d) they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and/or project partner and determined according to the applicable accounting

standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles;

- f) they comply with the requirements of Portuguese applicable tax and social legislation;
- g) expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility.

## 9.2 Eligible direct expenditures in a project:

- a) the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- b) travel and subsistence allowances for staff taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, approved by the Programme Operator. Expenditure with the transportation and travel allowances should not exceed the referential applied to the Portuguese Public Administration;
- c) cost of new or second-hand equipment: only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure. It should be clearly demonstrated that the equipment is an integral and necessary component for achieving the outcomes of the project, in a manner consistent with the principles of economy, efficiency and effectiveness;
- d) costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- e) costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on Portuguese public procurement.
- f) Costs arising directly from requirements imposed by the project contract for each project (publicity, evaluation, interpretation, translation and reproduction).

## 9.3 Indirect costs in projects (overheads):

Indirect costs are eligible according to the article 8.5 of the Regulation.

## 9.4 Excluded costs:

Excluded costs are those laid down on article 8.7 of the Regulation.

## 10. SUBMISSION OF THE APPLICATION:

**10.1.** The applications shall be submitted electronically to [eeagrants@cig.gov.pt](mailto:eeagrants@cig.gov.pt), using the application forms and Annexes available on the website <https://www.eeagrants.gov.pt/pt/programas/conciliacao-e-igualdade-de-genero/concursos/>.

**10.2.** Additionally, one copy of the application and the original statement of responsibility (which must be signed by one official representative of the entity) must be sent to the Programme Operator's office,



by registered mail with advice of receipt, or deliver at the CIG's office, in a maximum 10 consecutive days from the deadline of the call (30.06.2021), to the address below.

**Please indicate on the envelope for which priority area(s) the application is submitted.**

**Address:**

CIG - Commission for Citizenship and Gender Equality  
Programme Work-Life Balance and Gender Equality – EEA Grants 2014-2021  
Small Grants Scheme#3 – White books/studies to foster gender equality

Priority area:

Area A) Impact of maternity on income

or

Area B) Paid domestic work

or

Area C) Intersectional and multiple discrimination

or

Area D) COVID19- Gender Equality Impact and labour market challenges

or

Area E) Work-life balance public policies

Av. da República, 32- 1º  
1050-193 Lisboa, Portugal

**10.3.** Applicants are fully responsible for the veracity and legality of the information provided and, at any moment, may be asked to present additional information during the selection process.

**11. PROJECT SELECTION:**

(In line with Article 7 of the Regulation)

**11.1. Administrative and eligibility criteria:**

Applications must be accompanied by the following documents.

- a) Declaration indicating the entity's name, tax number, registered office and names of the people with legal powers to represent it, plus a copy of its articles of association;
- b) Declaration that it has no debts to the tax authority and Social Security;
- c) Certificate attesting to the applicant's VAT rate;
- d) Last approved financial report.

Only complete applications will be accepted.

**11.2 The applications should cover the following elements:**

- a. Project title, description of the project, including its framing within and pertinence to National Strategy for Equality and Non- discrimination 2018-2030 – “Portugal + Igual” and the objectives and outputs of the Work-life Balance Programme;
- b. Communication and Information Plan;
- c. Evidence of expertise and previous experience of the applicant organisation and of partners (CV's, publications, previous projects, etc.)
- d. Activities, including indicators and targets (specific, measurable, relevant, realistic and timely defined);
- e. Innovation, methodology(ies), sources, overall approach;
- f. Partnerships and respective relevance;

- g. Timeline of project and activities;
- h. Adequate and coherent budget (attach detailed annual version and demonstrate that the amounts introduced are those operated in the entity, ex: salaries that correspond to average remuneration of the Promoters);
- i. Summary (both in English and Portuguese), covering a brief description of how the project will respond to the needs identified, including aims and outcomes of the project;
- j. Please indicate if there were any external consultants involved in the preparation of the initiative application. If yes, who.
- k. Annexes:
  - Brief description of the experience of the entity, partners and project team in the Small Grants Scheme priority areas;
  - CV of key personnel of the project promoter, project partners and donor project partners;
  - A Letter of Intent from the project partners/donor project partners;
  - Statement of responsibility.

## 12. SELECTION CRITERIA:

Selection criteria	Maximum points
<p>1. Coherence between the identified objectives, activities, results and impact of the study/white book and the respective priority area, the National Strategy for Equality and Non- discrimination 2018-2030 – “Portugal + Igual”, and the objectives and outputs of the <i>Programme Work-Life Balance and Gender Equality</i></p> <p><i>Points given in the range 0-15, level of points (0, 5, 10, 15).</i></p> <p><u>0 points</u> – Project is not coherent with and does not contribute to the National Strategy for Equality and Non- discrimination 2018-2030 “Portugal + Igual” or the objectives and outputs of the Programme Work-Life Balance and Gender Equality</p> <p><u>5 points</u> – Project is not entirely coherent with or its contribution is not clearly relevant to the National Strategy for Equality and Non- discrimination 2018-2030 “Portugal + Igual” or the objectives and outputs of the Programme Work-Life Balance and Gender Equality</p> <p><u>10 points</u> – Project is not entirely coherent with or its contribution is not clearly relevant to the National Strategy for Equality and Non- discrimination 2018-2030 “Portugal + Igual” but it clearly contributes to the objectives and outputs of the Programme Work-Life Balance and Gender Equality</p> <p><u>15 points</u> – Project is coherent with and contributes to the National Strategy for Equality and Non- discrimination 2018-2030 “Portugal + Igual” and the objectives and outputs of the Programme Work-Life Balance and Gender Equality</p>	<b>15</b>
<p>2. Expertise and previous experience of the applicant organisation and of partners (as valued in point 1 – Priority Areas), particularly the project’s team and respective interdisciplinarity, where applicable</p> <p><i>Points given in the range 0 –15, level of points (0, 7, 10, 15).</i></p> <p><u>0 points</u> – Expertise and previous experience of the applicant organisation, partners and project’s team and respective interdisciplinarity is not relevant for the objectives of the priority area to which the project applies</p> <p><u>7 points</u> – Expertise and previous experience of the applicant organisation, partners and project’s team and respective interdisciplinarity is only partly relevant for the objectives of the priority area to which the project applies</p>	<b>15</b>



<p><u>10 points</u> – Expertise and previous experience of the applicant organisation, or partners, or the project's team and respective interdisciplinarity is very relevant for the objectives of the priority area to which the project applies</p> <p><u>15 points</u> – Expertise and previous experience of the applicant organisation, partners and project's team and respective interdisciplinarity is very relevant for the objectives of the priority area to which the project applies</p>	
<p>3. Inclusion of partner entities of the Donor States(s)</p> <p><i>Points given in the range 0–10, level of points (0, 10).</i></p> <p><u>0 points</u> – Project does not include partner entities of the Donor States(s)</p> <p><u>10 points</u> – Project includes partner entities of the Donor States(s)</p>	<b>10</b>
<p>4. Adequacy and clarity of the theoretical discussion and concepts in the proposed study/white book, including relevant bibliography</p> <p><i>Points given in the range 0–15, level of points (0, 7, 15).</i></p> <p><u>0 points</u> – The proposed theoretical discussion and concepts are not adequate and clear, and the project does not include relevant bibliography</p> <p><u>7 points</u> – The proposed theoretical discussion and concepts are only partly adequate and clear, and the project only partly includes relevant bibliography</p> <p><u>15 points</u> – The proposed theoretical discussion and concepts are very adequate and clear, and the project includes significant relevant bibliography</p>	<b>15</b>
<p>5. Appropriate, feasible and clear methodology, including a comparative analysis of legal regimes and/or national policies</p> <p><i>Points given in the range 0–15, level of points (0, 7, 15).</i></p> <p><u>0 points</u> – The proposed methodology is not appropriate, feasible and clear, and does not include a comparative analysis of legal regimes and/or national policies</p> <p><u>7 points</u> – The proposed methodology is only partly appropriate, feasible and clear, and only includes a comparative analysis with one legal regime and/or national policies</p> <p><u>15 points</u> – The proposed methodology is very appropriate, feasible and clear, and includes a comparative analysis with more than one legal regime and/or national policies</p>	<b>15</b>
<p>6. Scientific merit and innovative character of the study/white book, and identification of the international scientific journal(s) for submission of one or more scientific article(s)</p> <p><i>Points given in the range 0–15, level of points (0, 7, 15).</i></p> <p><u>0 points</u> – The project does not show scientific merit and innovative character, and does not identify the international scientific journal for submission of one or more scientific article(s)</p> <p><u>7 points</u> – The project shows little scientific merit and innovative character, and identifies only one international scientific journal for submission of one or more scientific article(s)</p> <p><u>15 points</u> – The project shows strong scientific merit and innovative character, and identifies more than one international scientific journal for submission of one or more scientific article(s)</p>	<b>15</b>

<p>7. The budget, timeline and proposed activities are relevant, clearly defined, adequate and coherent</p> <p><i>Points given in the range 0 –10, level of points (0, 5, 10).</i></p> <p><u>0 points</u> – The budget, timeline and proposed activities are not relevant, clearly defined, adequate and coherent</p> <p><u>5 points</u> – The budget, timeline and proposed activities are only partly relevant, clearly defined, adequate and coherent</p> <p><u>10 points</u> – The budget, timeline and proposed activities are very relevant, clearly defined, adequate and coherent</p>	<b>10</b>
<p>8. Evidence of balanced participation of women and men in the project team</p> <p><i>Points given in the range 0 –5, level of points (0, 5).</i></p> <p><u>0 points</u> – Project team does not include at least 40% of men or women</p> <p><u>5 points</u> – Project teams includes at least 40% of men or women</p>	<b>5</b>
<b>TOTAL</b>	<b>100</b>

### 13. SELECTION PROCEDURES:

**13.1** The project evaluation and award of grants is in accordance with Article 7.4 of the Regulation.

**13.2** The Programme Operator will be responsible for project evaluation and for the award of grants.

**13.3** The Programme Operator will establish a Selection Committee that will recommend the projects to be funded within the programme. The Selection Committee consists of three gender equality specialists. One of them will be external to and independent from the Programme Operator and its Partners. The Donor Programme Partner, the Financial Mechanism Office and the National Focal Point will be invited to participate in the meetings of the Selection Committee as observers.

**13.4** In the first phase, the Programme Operator will review the applications for compliance with administrative and eligibility criteria. Applications not accepted at this stage will be given a 10 days legal period to react, in accordance with the articles 121º e 122º of the Portuguese Code of Administrative Procedure (CAP).

**13.5** In a second phase, each application that meets the administrative and eligibility criteria will be reviewed by two experts appointed by the Programme Operator, who are impartial and independent of the Programme Operator and the Selection Committee.

**13.6** The experts will separately score the project according to the selection criteria published with the call for proposals. For the purposes of ranking the projects, the average of the scores awarded by the experts will be used. If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert will be commissioned by the Programme Operator to score the project independently. In such cases the average score of the two closest scores will be used for the ranking of the projects. Applications scoring less than 50 will be rejected.

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

**13.8** The Programme Operator will verify if the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the Programme. Following such verification, the Programme Operator will, based on

the decision of the Selection Committee, make a decision on which projects shall be supported. If the Programme Operator modifies the decision of the Selection Committee, the applicants affected will be informed.

#### 14. COMMUNICATION OF THE SELECTION RESULTS

**14.1** The Programme Operator will notify the applicants about the results of the selection process within 90 days and publicize the results. Decisions on the applications are communicated individually to the respective applicants.

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

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

**14.4.** All rejected applications will be notified to react within 10 days, according to the Code of Administrative Procedure.

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

**14.6.** Upon receipt of all contracts signed, the Programme Operator prepares the final list of selected projects and Promoters and advertises it on the EEA Grants website.

#### 15. PAYMENT FLOWS:

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

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

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

#### 16. ADDITIONAL INFORMATION:

Before applying please consult in the website of EEA Grants, **all information related with the Programme Work-Life Balance and Gender Equality**, particularly the following documents:

- Application Form, Annexes and User Guide;
- Memorandum of Understanding;
- Regulation of the EEA Financial Mechanism 2014- 2021;

Contact e-mail: [eeagrants@cig.gov.pt](mailto:eeagrants@cig.gov.pt). An answer will be given by email within 10 working days.

Contacts through telephone number **217983000** available Tuesdays and Thursdays, from 10:00 to 12:30.

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