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DIRECTORATE GENERAL FOR MARITIME POLICY

**Blue Growth Programme**

**Small Grants Scheme #2 – Development of business  
and management skills – training on job**

Call for Proposals



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## Reference Information

### BLUE GROWTH

**BLUE GROWTH objective** – Increased value creation and sustainable growth

**BLUE GROWTH expected outcome #1** – Increased competitiveness for Portuguese companies within the focus area of Blue Growth

**SGS #2** – Development of business and management skills – training on job

**Description** – Finance initiatives to promote blue economy competitiveness through educational training on job for business and management skills.

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## 1. FRAMEWORK

### 1.1 AREA OF INTERVENTION

The **main objective** of this Call is to finance initiatives that promote blue economy competitiveness, through educational training on job for business and management skills, including but not exclusively, for enterprises with previously approved projects to develop business under the Blue Growth Programme.

The desired level of Blue Growth has implications in terms of employability, and the number of jobs is expected to increase with this growth. The need to increase the recruitment of talent for the marine and maritime careers is therefore recognized. Effectively, the desired growth will not be achieved without skills, knowledge and qualified people, so this topic is clearly positioned as an important trend for the future.

It is thus intended, to capture and retain talent, in the professional careers of the traditional and emerging sectors of the blue economy. With this call the aim is to inspire people to understand, use and care for the Ocean, through the innovative transmission of useful knowledge, amplifying their talent and multiplying their opportunities, aiming at global sustainability.

Donor partnership projects are encouraged. A Donor partnership project is a project implemented in close cooperation with a project partner whose primary location is in one of the Donor States (Iceland, Liechtenstein or Norway).

More information about the Blue Growth Programme:  
<https://www.eeagrants.gov.pt/en/programmes/blue-growth/>

### 1.2 OBJECTIVES AND OUTCOMES OF THE PROJECTS:

The projects supported by this call will contribute to promote blue economy competitiveness, through educational training on job for business and management

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skills, including but not exclusively, for enterprises with previously approved projects to develop business under the Blue Growth Programme.

These projects must contribute to the Outcome **Increased competitiveness** for Portuguese companies within the focus area of Blue Growth.

The target to be reached under the Programme is:

- 60% - Share of enterprises' staff who declare better skills/ competencies in their field

This outcome will be achieved through *"Enterprises supported to improve capacity for business development"* which aims to achieve:

- 9 SME that have received business and management skills support (training, coaching, mentoring etc.);
- 1 large enterprise that have received business and management skills support (training, coaching, mentoring etc.).
- 50 professional staff trained

## 1.3 TYPES OF PROJECTS:

The following types of projects can be financed:

- Educational training on job for business and management skills improvement (training, coaching, mentoring etc.);
- Professional internship programmes for SMEs;
- Training courses;
- Training in new technologies that represent an innovative factor for the business development;
- Executive training in leadership and management, team development and collaboration skills;
- Open innovation training;
- Training in Intellectual property and IPR management;



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- Tech transfer and collaborative research skills;
- Female capacity building programmes, with core competencies in business management, team leadership, project management, communication skills etc.

Projects to be supported need to be designed with a focus on management and industrial skills that are one of the main Portuguese SME needs today but also with a view to prepare them to grow. The projects may also include, or be devoted to, technical, management, communication, legal or any other relevant skills identified by companies operating in the blue economy as a need.

In this view the proposals can be submitted by the following potential applicants:

- by any company **from the blue economy sector**, to buy in the market training, management skills, technical or any other needed skill specifically, or
- by a consortium of companies from the blue economy sector, to buy in the market training, management skills, technical or any other needed skill specifically, or
- by any company specialised and certified in training to provide a training programme in the previously mentioned skills set, for a pool of companies **from the blue economy (at least 3 companies from the blue economy besides promotor must be involved at application stage) that clearly benefit from the training offered**; or
- by any non-profit organization, like sectorial or cluster representatives in the blue economy sectors or other types of non-profit organizations, to arrange and provide a training programme for a pool of companies **from the blue economy (at least 3 companies from the blue economy besides promotor must be involved at application stage) that clearly benefit from the training**.

With this wide scope the call is guaranteeing higher efficiency and larger spill over of the benefits of this training across the blue economy that this programme intends to promote.

If during the projects previously approved under this Blue Growth Programme, the company identified a skill's gap directly related with the aforementioned project that can not be filled by any of their current human resources, including with additional training,



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this call can support projects for new trainees at the company in question, or any of the consortium partner's companies, to overcome that situation.

The applications shall contain a Communication Plan in line with Annex 3 to the EEA Grants 2014-2021 Regulation. A template is available on the website:

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

## 1.4 AVAILABLE FUNDS:

The total amount available in the present Call is € 1.000.000.

## 1.5 MAXIMUM AND MINIMUM GRANT AMOUNTS FOR EACH PROJECT:

Min: € 25.000

Max: € 75.000

## 1.6 GRANT RATES:

The funding rate will not exceed **90%** of total eligible project costs.

Regarding the State Aids rules, the grant rate of projects to be implemented shall be set in accordance with EU and national legislation, mainly the Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to De Minimis aid.

The project grant rate shall be set at a level that complies with the State Aid De Minimis rules in force and takes into account any and all other forms of public support granted to projects and/or the Project Promoter or partner, where relevant.

The remaining co-financing shall be provided or obtained by the Project promoter/partners. The project promoter/partners must demonstrate their co-financing ability through a document evidencing the financing capacity.



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Pursuant to Article 6.4.2 of the Regulation when deciding on the grant rate of the project, the Programme Operator shall take into account the economic benefits that are expected to be generated in the course of the project as a result of receiving a financial contribution.

## 1.7 DEADLINE FOR SUBMISSION OF APPLICATIONS

The Call is open from 02/09/2021 and remains open until to 12:00:00 Continental Portugal 30/11/2021.

## 2. ELIGIBILITY

### 2.1 ELIGIBILITY OF APPLICANTS AND PARTNERS

**Eligible promoters:** SMEs<sup>1</sup> and non- profit organisations, established as a legal person in Portugal are considered eligible project promoters.

Natural persons are not eligible.

Each promoter **may submit only two applications.**

**Eligible partners:** Any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person either in the Donor States or Portugal, actively involved in, and effectively contributing to, the implementation of the project, are considered eligible project partners (in accordance with article 7.2.2 of the EEA Grants 2014-2021 Regulation).

Each partner **may participate in two applications only.**

A Partnership Project is defined as cooperation between a Project Promoter in Portugal and at least one partner, implementing a project where all entities are independent of

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<sup>1</sup> According to the Article 2 of the Annex I, of the Commission Regulation (EC) No 651/2014 of 17 June 2014, the category of micro, small and medium-sized enterprises ("SMEs") is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.



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each other and perform substantial and relevant tasks in completion of the project. The partner should be actively involved in, and effectively contributing to the implementation of the project, and it should share, with the project promoter, a common economic or social goal which is to be realized through the implementation of the project. The simple provision of services does not qualify as a project partnership.

A Donor partnership project is a project developed and implemented in close cooperation with a project partner whose primary location is in one of the Donor States (Iceland, Liechtenstein and Norway). We strongly encourage project promoters to include a bilateral cooperation in the projects.

## Additional criteria for applicants and partners

- a) The Applicant's main activities are closely related to the activities they will develop under the application proposed;
- b) The Applicant and Partner(s) and their legal representatives signing the application have clean criminal and tax records;
- c) The Partner(s)' main activity is closely related to the activities in which its contribution is proposed;
- d) If the Applicant has one or more Partners, it is mandatory to present letters of Commitment by all partners (Template - Commitment Letter available on the website: [Documentos \(eeagrants.gov.pt\)](http://Documentos (eeagrants.gov.pt)))
- e) If the Applicant has more than one Partner, a draft Partnership Agreement defining the roles and responsibilities of the different partners should be attached to the application. A template for the Partnership Agreement is available on the website: [Documentos \(eeagrants.gov.pt\)](http://Documentos (eeagrants.gov.pt))

Moreover, applicants are not eligible for funding if:

- a) They are undertakings in difficulty (the definition of "undertaking in difficulty" is included in Article 2, paragraph 18 of Commission Regulation (EU) No.651/2014

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declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty);

- b) They are bankrupt, are entered in judicial administration or are under liquidation, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation;
- c) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity of relevance for the application, without evidence of substantial correction measures taken in the past years.

## 2.2 ELIGIBILITY OF EXPENDITURES

The assessment of the eligible expenditures for a specific project will be made based on the applicable state aid legal basis, as well as Article 8.2 and 8.3 of the EEA Grants 2014-2021 Regulation, namely:

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

- are incurred between the first and final dates of eligibility of a project as specified in the project contract<sup>2</sup>;
- are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- are proportionate and necessary for the implementation of the project;
- are 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;

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<sup>2</sup> 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. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partner.

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- 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;
- comply with the requirements of applicable tax and social legislation.

The inclusion of an expenditure item in a project budget template approved by the PO cannot be considered as confirmation of eligibility of that expenditure item.

## 2.2.1 ELIGIBLE DIRECT EXPENDITURES IN A PROJECT

- **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;
- **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, on the basis of defined rules approved by the Programme Operator;
- **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. In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may, by way of exception from the rule contained in paragraph 4 of Article 8.2, be eligible; Where the entire purchase price of equipment is eligible in accordance, the Programme Operator shall ensure that the Project Promoter:

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- a) keeps the equipment in its ownership for a period of at least five years following the completion of the project and continues to use that equipment for the benefit of the overall objectives of the project for the same period;
  - b) keeps the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project;
  - c) sets aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project.
- **costs of consumables and supplies**, provided that they are identifiable and assigned to the project;
  - **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 public procurement and this Regulation (such as, costs of organizing alternative virtual and digital exchanges, conferences and seminars);
  - **costs arising directly from requirements imposed by the project contract**, for each project. (publicity, evaluation, interpretation, translation and reproduction, others).

Indirect costs are eligible according to the article 8.5 of the EEA Grants 2014-2021 Regulation.

## 2.2.2. PERIOD OF ELIGIBILITY OF EXPENDITURES

The maximum period of eligibility will be set in the project contract and shall normally be two years from the date Programme Operator signs the granting decision. Extensions may be authorized, subject to the approval of the Programme Operator, but can under no circumstance exceed 30 April 2024 (art 8.13.3 of the EEA Grants 2014-2021 Regulation).



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### 3. SUBMISSION OF APPLICATIONS

Applications must be submitted, in Portuguese or English ( the application must be in English when the project includes a Donor Partner, except the administrative and official documents of Portuguese entities), to the Programme Operator by the deadline stipulated in paragraph 1.7, electronically to

<https://www.dgpm.mm.gov.pt/eea-grants-candidaturas> using the applications forms and having attached all documents (see the Check List of documents to be submitted by the applicants and partners in the application form).

In case of any technical problem with the submission of the application, this must be communicated through the email: [eeagrants@dgpm.mm.gov.pt](mailto:eeagrants@dgpm.mm.gov.pt) in advance of the deadline with documented evidence of the problems experienced. Any communication of technical problems after the deadline will not be considered.

The application form and the check list of all documents to be submitted are available on the website [Documentos \(eeagrants.gov.pt\)](http://Documentos (eeagrants.gov.pt))

It is suggested that before submitting your application to read the information on the EEA Grants Fund 2014-2021, available on the website

<https://www.eeagrants.gov.pt/en/eea-grants/> , namely, the following documents:

- Regulation of the EEA Grants 2014-2021

<https://eeagrants.org/resources/2014-2021-guideline-educational-programmes>

- Beneficiary Manual and Guide State Aid Rules

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

Indicate if there were any external consultants involved in the preparation of the application. If yes, please indicate which external consultant.

## **4. SELECTION AND DECISION PROCEDURES**

Only the applications meeting the conditions in accordance with national and Community legislation, the Rules of the EEA Grants 2014-2021, the Guidelines - Description of the Selection Procedures and with this Call are acceptable in this procedure.

The project's selection and approval process is carried out in two sequencing phases, as follows:

### **1st phase – Administrative and eligibility criteria check**

The Programme Operator shall review the applications for compliance with administrative and eligibility criteria of the Programme. Applicants whose applications are rejected at this stage shall be informed and given 10 working days to appeal that decision.

#### **a) Administrative criteria**

Completeness of the proposal, i.e. the presence of all requested administrative forms and the proposal description (N.B. the completeness of the information contained in the proposal will be for the experts to evaluate; the eligibility checks only apply to the presence of the appropriate documents of the proposal).

For entities from Donor States, they must provide a translation of the official documents and a declaration of honour, in English, ensuring that they comply with the respective requirements namely:

- i. Registration certificate (or similar), issued by the competent authority in the Donor State/Beneficiary State
- ii. Latest approved statutes (or similar), which proves that Partner's main activity is closely related to the activities in which its contribution is proposed
- iii. Declaration proving the VAT regime (if issued by the competent donor authority)

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## b) Eligibility Criteria

Proposals must fulfil all the eligibility criteria if they are to be retained for evaluation.

The following eligibility criteria apply to all proposals submitted under a Call:

- a) The proposal has been received by the Programme Operator before the deadline date and time established in the Call (paragraph 1.7);
- b) The project must contribute to the objectives and expected outcomes defined in paragraph 1.2, as well as to the typologies identified in paragraph 1.3 (experts also confirm in the quality selection);
- c) The eligibility of promoters and partners is in accordance with the paragraph 2.1;
- d) Non-existence of debts to the tax authority and Social Security<sup>3</sup>;

Only complete applications would be accepted.

## 2nd phase – Quality Selection

The final score will be assigned to the project by applying the evaluation criteria approved by the Programme Operator and published in this Call for Proposal.

Each application will be scored on a **scale of 0 to 100 points**, according to the evaluation criteria set out in in paragraph 5.

The evaluation criteria allow assessing the applicant's ability to complete the proposed action, namely the:

- 1) **Contribution to achieving the Programme's objectives and expected outcome(s) and outputs** - Contribution of the project to the overall objectives, outcomes and outputs of the Programme and for strengthened bilateral relations with the Donor States.
- 2) **Technical coherence and understanding** - Identification and understanding of the specific needs the proposal is intended to solve, professional and/or

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<sup>3</sup> Promoter and Partners should present a self declaration they comply with this criteria (Template Statement of responsibility available on the website: Documentos (eeagrants.gov.pt))

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institutional competencies, qualifications and requirements needed to implement the project and feasibility, clarity, logic and coherence of the proposal.

- 3) **Approach and added value** - Relevance and originality of the application in the scope of this Call, promote blue economy competitiveness through educational training on job for business and management skills, potential impact in terms of stimulation of best practices and potential contribution for the Sustainable Development Goals (SDG) of the United Nations Agenda 2030, and promotion and dissemination of results are items for appraisal of the approach and added value of the applications.
- 4) **Project financial coherence, feasibility and sustainability** - ensuring this way stable and sufficient financial flows to maintain its activity throughout the period during which the proposal is being carried out and to participate in its funding and the feasibility and sustainability of the project.

Each application that meets the administrative and eligibility criteria shall be reviewed by two impartial experts appointed by the Programme Operator, at least one of which shall be independent of and external to the Programme Operator. The experts shall (separately) score the project in accordance with the selection criteria provided in paragraph 5 of this Call for proposal.

For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used. In case the difference between the scores given by the two experts is higher than 30% of the highest score, a third expert shall be commissioned by the Programme Operator to score the project independently. In such cases the average score of the two closest scores shall be used to rank the projects.

Their consolidated assessment is considered the final assessment of a given project proposal and forms the basis for establishing the ranking lists of eligible grants applications.

The Programme Operator provides the Selection Committee with the list of ranked projects.



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In preparing the ranking list, the Programme Operator may recommend to reduce the project budget applied for, with an explanatory note for the Selection Committee for the grounds of such decision.

The Selection Committee shall review the ranked list of projects and, may modify the ranking in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee. In case a project is rejected as a result of such amendment, the affected applicant shall be informed in writing regarding the justification for the amendment. The Selection Committee shall submit the list of recommended projects to the Programme Operator.

The Programme Operator shall establish whether the selection process has been conducted in accordance with the Regulation on the implementation of the EEA Grants 2014-2021 and if the Selection Committee's recommendations comply with the rules and objectives of the programme. Following such verification the Programme Operator (Decision Body), based on the recommendation of the Selection Committee, shall make a decision regarding which projects shall be supported. In case the Decision Body modifies the decision of the Selection Committee, it shall inform the Selection Committee and provide it with a justification.

Project selection shall be done by open competition, ie, applications that meet the required minimums are ranked in descending order according to the scores from the assessment of selection criteria provided in paragraph 5 of this Call for proposal. The applications with the highest scores within the financial allocation for this call will be awarded grants.

Applications scoring **lower than 50 points** will not be selected for awarded granting.

Applications that have sufficient quality (i.e. more than 50 points) but cannot receive a grant due to the limitations in funding set in paragraph 1.4 of this Call, should be put on a ranked reserve list.

In case funds are uncommitted, a second Call may be launched and shall make available any remaining funds for re-granting.

Further details are provided in paragraph 5. of this Call for proposals.



## 5. SELECTION CRITERIA

In the selection of applications relating to the types of projects provided for in paragraph 1.3 of this Call will be applied taking into account the assessment criteria and weightings, as the following table:

Selection Criteria	Weighting (W)	Description	Criteria Classification (CC) (points)*
1. Contribution to achieving the Programme's objectives and expected outcome(s) and outputs	25%	a) Increased value creation and sustainable growth through the improvement of human resources skills management and technical project related issues.	25%*CC1a
		b) Demonstration of the strengthened bilateral relations with the Donor States through projects with Donor Partners, through partnerships with added value for the project and demonstration of its sustainability.	25%*CC1b
		c) Demonstration of the contribution of the project to the Programme' expected outcomes and to achieving the outputs.	50%*CC1c
2. Technical coherence and understanding	25%	a) Identification and understanding of the specific needs the proposal is intended to solve	20%*CC2a
		b) Demonstration of solid knowledge and experience relevant for the development of the project in accordance with the objectives which it aims to achieve.	20%*CC2b
		c) Qualification of the team members in the subject matter of the present call for proposals and of the proposed project, as demonstrated by relevant academic/professional qualifications and sufficient (for senior members this would mean several years) relevant professional experience.	20%*CC2c
		d) Identification of distinct, relevant and realistic deliverables.	20%*CC2d
		e) Feasibility, clarity, logic and coherence of the proposal.	20%*CC2e

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3. Approach and added value	25%	a) Relevance and originality of the application in the scope of this notice (promote blue economy competitiveness through educational training on job for business and management skills).	20%*CC3a
		b) Research and innovation management skills and incorporation into development of the training component and the improvement of human resources skills, including awareness in marine and maritime issues.	20%*CC3b
		c) Relevance of expected results and potential impact in terms of stimulation of best-practices, innovation and its potential contribution for the Sustainable Development Goals (SDG) of the United Nations Agenda 2030.	40%*CC3c
		d) Contribution to the promotion and dissemination of results within the strategic priorities defined in this Call (degree and quality of the proposal for dissemination and dissemination of the products and / or services developed).	20%*CC3d
4. 4) Project financial coherence, feasibility and sustainability	25%	a) Feasibility of proposed project in terms of coherence of resources and timetables.	40%*CC4a
		b) Demonstration that the project is implemented with the aim of achieving economic efficiency.	30%*CC4b
		c) Budget: consistency of the expenditures with the foreseen activities.	30%*CC4c

* Score CC	Explanation
0	The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
1 – 20 (poor)	The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
21 - 40 (fair)	While the proposal broadly addresses the criterion, there are significant weaknesses.
41 - 60 (good)	The proposal addresses the criterion well, although improvements would be necessary.
61 - 80 (very good)	The proposal addresses the criterion very well, although certain improvements are still possible
81 - 100 (excellent)	The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.



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## 5.1 CLASSIFICATION OF EACH SELECTION CRITERIA

Accepted applications will be classified according to each criteria on a scale of 0 to 100 points.

## 5.2 FINAL CLASSIFICATION

The Final Classification (FC) of each application is based on the scale of 0 to 100 points for rating criteria aggregation, using the following formula:

$$FC = W_1*(25\%*CC_{1a} + 25\%*CC_{1b} + 50\%*CC_{1c}) + W_2*(20\%*CC_{2a} + 20\%*CC_{2b} + 20\%*CC_{2c} + 20\%*CC_{2d} + 20\%*CC_{2e}) + W_3*(20\%*CC_{3a} + 20\%*CC_{3b} + 40\%*CC_{3c} + 20\%*CC_{3d}) + W_4*(40\%*CC_{4a} + 30\%*CC_{4b} + 30\%*CC_{4c})$$

Where:

- W1... W4 = Weighting Criteria

- CC1a... CC4c = Criteria Classification

(The classification will be established to 3 decimal places without rounding)

The application to be submitted under this Call may be subject of an approval only if its final classification is **higher or equal than 50 points**, resulting from the application of the selection criteria and methodology presented.

The application who obtains a final score **lower than 50 points** will be excluded for the purpose of granting financial support.

Funding of applications also depends on the total available amount previously established in the paragraph 1.4 of this Call.

Applications that meet a final score **higher or equal than 50 points** are ranked in descending order according to the scores from the assessment of selection criteria within the financial allocation available.

## **6. NOTICE OF DECISION TO BENEFICIARY**

The communication on the final decision of the applications will be made to the beneficiary within 120 working days after the deadline for submission of applications specified in paragraph 1.7 of this Call.

The Programme Operator shall notify applicants regarding the results of the selection process within 10 working days from the selection preliminary decision.

All applicants will be notified thereof and have the right to complain during a maximum period of 10 working days, from the date of the notification, in accordance with articles 121 et seq. of the Portuguese Code of Administrative Procedure, approved by the Decree-Law No. 4/2015, of January 7.

Once the prior hearing period has been completed, the PO will analyse the complaints and prepare a final selection decision, which will be submitted to the Selection Committee.

The Selection Committee shall submit the final list of recommended projects to the Programme Operator (Decision Body).

All applicants will be notified of the final decision and the results will be publicize on websites where the advertisement was released.

## **7. PAYMENT FLOWS**

The Programme Operator may make payments to beneficiaries in the following ways:

- The first advance instalment shall be paid following the signature of the Project Contract. Subsequent advance instalments shall be paid after the approval of Project Interim Reports (Financial and Progress).
- The frequency of interim reporting to the Programme Operator shall be based on an agreed timetable but will take place at least two times a year.
- Advance instalments are offset against incurred expenditure reported in the Project Interim Reports.



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- The Project Promoters will receive subsequent advance instalment under conditions established on the Project Contract.
- If an irregularity leading to financial corrections is detected, payments to the promoters and partners may be cancelled, including payments to other projects within the Programme.
- The level of advance instalments to be provided to Project Promoters shall be linked to the project implementation duration according to the overview below:

Project Implementation Duration	First Advance Payment	Second Advance Payment	Third Advance Payment	Fourth Advance Payment	Final Payment (reimbursement)
	M1-M6	M7-M12	M13-M18	M19-M24	90 days after the Final Report Approval
<12 Months	50%	40%			10%
12-18 Months	40%	30%	20%		10%
18- 24 Months	15%	25%	25%	25%	10%

**Final Payment:** The sum of the advance and interim payments cannot exceed 90% of the total project grant at any time during project. The payment of the final balance will be disbursed within 30 calendar days after the approval of the final report.

## 8. ADDITIONAL INFORMATION

E-mail contact for additional information: [eeagrants@dgpm.mam.gov.pt](mailto:eeagrants@dgpm.mam.gov.pt)

An answer will be given by email within 3 working days.

A Frequently Asked Questions section (FAQ) will be published on the PO's Programme website: <https://www.eeagrants.gov.pt/en/programmes/blue-growth/calls/development-of-business-and-management-skills-training-on-job-sgs-2/> based on questions received from potential applicants and partners. The FAQ will be updated on a regular basis.

Phone number contact: (+351) 218 291 000 - available Mondays to Thursdays, from 10:00 to 12:30.

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Address:

Directorate General for Maritime Policy

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