

“Climate Change – Heritage & Arts” Seminar

Culture Programme

20th and 21st of October 2022, Lisbon, Portugal

Bilateral Relations Fund
Support for Travel Expenses

1 | FRAMEWORK AND OBJECTIVE OF THE SUPPORT FOR TRAVEL EXPENSES

Under the EEA Financial Mechanism 2014-2021 Culture Programme in Portugal, the “Climate Change - Heritage & Arts” Seminar will be held on the 20th and 21st of October 2022, in Lisbon, organised by the Directorate-General for Cultural Heritage, the Directorate-General for the Arts, the *Riksan tikvaren* and the Arts Council Norway, with the support of the Embassy of Norway in Lisbon.

This event aims to discuss and debate ideas, share experiences and knowledge on climate change in cultural heritage and arts. It will focus essentially on the importance and impact that climate change causes in these culture sectors, as well as on the challenges it presents and the adaptation measures that can be used in the mitigation of the risks that arise from these changes.

The incentive to projects and initiatives that promote the cultural entrepreneurship, awareness and sensitization of these issues in heritage and arts is also the major focus of the Seminar, which will feature the presentation of projects funded through the EEA Grants Portugal 2014-2021 financial mechanism, from different activity areas.

In order to encourage participation in the "Climate Change - Heritage & Arts" Seminar, it is possible, through this procedure, to apply for financial support to travel to Lisbon.

Please note that there are a limited number of travel grants available.

Application for the participation in the seminar must be done through the form available in the EEA Grants Portugal website.

2 | FUNDING AVAILABILITY

The amount available under this Call is **17.000€**, distributed as follows:

Participants from Donor Countries – 13.500€

Participants from Portugal – 3.500€

The evaluation and allocation of the support is done by order of submission, according to the available amount.

3 | LEVEL OF TRAVEL SUPPORT

The support for travel expenses comes under the Bilateral Relations Fund and is an incentive for the participation in the seminar. The grant will be allocated through a lump sum, reimbursed to the participant entity upon submission of proof of expenses after the seminar and travel has taken place.

The amount provided will vary according to the participant's place of origin:

- Entities from Iceland, Liechtenstein and Norway – maximum amount of 900€;
- Entities from the Autonomous Regions (Azores and Madeira) – maximum amount of 250€;
- Entities from Mainland Portugal – maximum amount of 100 € (except for entities with head offices in the Lisbon Metropolitan Area – 50€).

4 | PROCEDURE FOR SUBMISSION OF APPLICATIONS

All applications must be submitted in Portuguese and English, except for participants from Donor Countries who will need to submit their application in English only.

The registration form is available at the following link: <https://www.eeagrants.gov.pt/pt>, and should be submitted to the following email address: eeagrantsculturept@gmail.com.

The written approval should be obtained before travelling. The confirmation will be sent to each entity from the official Programme addresses.

5 | ELIGIBLE APPLICANTS

The eligible applicants are legal entities established in Portugal and in the Donor Countries of the European Economic Area Financial Mechanism (Iceland, Liechtenstein and Norway) operating in the culture and heritage sector, namely:

- Any entity, public or private, commercial or non-commercial, non-governmental organizations and natural persons established as a legal person in Portugal, Iceland and Norway operating in the culture and heritage sector.
- Priority will be given to entities who are already project promoters or partners under the EEA Grants Financial Mechanism Culture Programme.

6 | ELIGIBLE ACTIVITIES AND EXPENSES

The eligible expenses under this call consist of travel expenses for attending the seminar.

The organization will provide lunches during both days of the seminar.

The travel must be ensured by the participant/entity to which the travel grant was awarded.

The travel support is allocated per entity.

7 | DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for submitting the applications is until the **29th of September 2022 at 23:59 (GTM+1)**

8 | ELIGIBILITY REQUIREMENTS

The allocation of travel support is defined according to the following requirements:

- Applicants' eligibility;
- Priority will be given to project promoters and partners in the EEA Grants Financial Mechanism Culture Programme.
- Applications order of submission;
- Submission of updated statements of non-debt to the Tax Authority and Social Security (Portuguese entities only);
- Correct completion of the application, namely filling the application form.

9 | SELECTION AND DECISION-MAKING PROCESS

The evaluation of the applications will be carried out on an ongoing basis within the limits of the amount available under this call.

The applicants' entities shall be notified of the decision on the application for support until the 4th of October 2022, in writing and via email.

The candidates must not make travel arrangements before a written approval of attendance and travel grant's obtained.

10 | PAYMENT OF THE FINANCIAL SUPPORT AND REPORT

The support for travel expenses is awarded to applications that meet all aforementioned eligibility requirements, in accordance with EEA Grants 2014-2021 Regulation, and other applicable legislation, up to the limit amount available in this call.

The grant will be awarded as reimbursement of the expenses already incurred. The applicant must cover the expenses and request its reimbursement from the Portuguese Directorate-General for Cultural Heritage, after the trip.

The request for reimbursement must be accompanied by the following documents:

1. Financial reimbursement form (available at: <https://www.eeagrants.gov.pt/pt/programas/cultura/concursos>)
2. Proof of travel (e.g., copy of the boarding pass);

3. Confirmation of attendance to the Seminar (registration for attendance at the seminar which requires a signature on both days).

The documents mentioned from (1) to (3) must be signed, scanned and sent, within one month after the event, to the entities responsible for the evaluation of the applications, to the email: eeagrantsculturept@gmail.com;

The expenses are reimbursed to the entity and not to an individual person.

11 | ADDITIONAL INFORMATION

Requests for clarification should be sent to: eeagrantsculturept@gmail.com

More information available at: <https://www.eeagrants.gov.pt/pt/programas/cultura>