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| --- |
| Descriptive Memory |
| [Projet Name] |
| [Benificiary Name (Promotor)]  [dd/mm/YYYY (Data)] |

**DESCRIPTIVE MEMORY CREATION GUIDE**

A) THE DOCUMENT MUST NOT EXCEED 30 PAGES

B) DOCUMENTS IDENTIFIED IN THE CHECK-LIST OF THE APPLICATION FORM MUST BE TAKEN INTO ACCOUNT

C) THE EEA GRANTS REGULATION 2014-2021 MUST BE TAKEN INTO CONSIDERATION, as WELL as THE SPECIFICATIONS IDENTIFIED IN THE CALL

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# GENERAL PROJECT FRAMEWORK

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| Characterization of the surrounding scenario before the implementation of the operation: description of the current situation at the relevant scale (national, regional or municipal).  Scenario characterization resulting from non-implementation of the operation: description of constraints / blockages found in the absence of the investment.  Scenario characterization with the implementation of the operation: description of how the implementation of the operation may respond to the needs identified in the non-investment scenario, substantiating the need and the opportunity to perform the operation. |

# BLUE GROWTH PROGRAMME FRAMEWORK

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| Clearly identify the aspects that allow to demonstrate the relevance and strategic framework within, expected objectives and results identified in the Call. |

# DESCRIPTION OF THE PROMOTER AND PARTNERS

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| At this point the competences and duties of the promoter should be described in general and the level at which competencies the application is proposed.  Identify team qualification and suitability (attach CVs).  In the case of partnership operations, this framework should be extended to the partners and it should be made clear what role each partner will play in the project and how they interrelate between them.  **Note:** A draft partnership agreement should be attached to the proposal, in accordance with the template available at: https://www.eeagrants.gov.pt/en/programmes/blue-growth/documents/ and letters of commitment from partners. |

# PROJECT DESCRIPTION

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| At this point it will be demonstrated functional autonomy of operation, reasonable cost and feasibility of the proposed actions through the following elements:   * Description of the operation to be developed within the submitted application, evidencing its fit in the type (s) of operation (s) defined in the Call. * Technical characterization of the operation, demonstrating the internal coherence of the actions to be developed (with reference to the relevant documentary pieces) and their correspondence with the investment components identified in the application form. * Characterization of the external coherence of the operation, if it is linked to other operations co-financed (or to be applied for) by other financing (national or Community), highlighting the complementarity and synergies that may exist with these operations. * Rationale of State-of-the-art and respective degree of innovation regarding the operation, presenting, if possible, results of technological tests carried out in the development and / or demonstration phase. |

# PROJECT IMPLEMENTATION

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| Description and justification of the proposed stages of implementation, with the presentation of physical and financial execution of the operation schedules, showing their maturity status as defined in the Call.  Detailed description of the activities and the respective tasks to be developed.  Present the table below with the different Activities (AT #) and tasks to be developed in the project, as well as the participation of each entity. In each of the sections should be listed in detail the Activities identifying the objectives, tasks, outputs and responsibilities. |

### Project Activity List

|  |  |
| --- | --- |
| **CODE** | **NAME** |
| ATI1 | … |
| ATI2 | … |
| ATI3 | … |

### Activities Detailed Description

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ATI1: … | | | | | |
| START DATE |  | | | | |
| END DATE |  | | | | |
| PARTICIPANTS | Promoter | Partner 1 | Partner 2 | Partner 3 | … |
| HR ALLOCATION % |  |  |  |  |  |
| PERSON RESPONSIBLE |  |  |  |  |  |

|  |
| --- |
| oBJECTIVES |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Task Description | |
| T1.1. |  |
| T1.2. |  |
| T1.3. |  |

|  |  |
| --- | --- |
| deliverables | |
| D1.1. |  |
| D1.2. |  |
| D1.3. |  |

### Quarterly Milestones

|  |  |  |  |
| --- | --- | --- | --- |
| MS# | Quarter | Milestone description | Date |
| MS1 | 1.º Trim |  |  |
| MS2 | 2.º Trim |  |  |
| MS3 | 3.º Trim |  |  |
| … |  |  |  |

# PROJECT RISKS

|  |
| --- |
| Description of potential risks in project implementation and related mitigation measures. |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk no. | risk descriptions | ATI# | mitigation actions |
|  |  |  |  |
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# Budget and SCHEDULE

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| 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 |

# LICENSES/AUTHORIZATIONs/Environmental Legislation

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| **Licenses and Authorizations**  The promoter and / or partners should demonstrate which authorizations, licenses and / or opinion are required for the implementation of the project and / or up on its completion and which the moment they will be presented.  Should be described the legal frameworks and competent authorities for issuing licenses, authorizations and / or opinions.  Must be attached the licenses, authorizations and / or opinions required to implement the project.  ***If not applicable, you must attach a declaration of commitment to inform that it does not apply to the project according with the template available in:*** [Documentos (eeagrants.gov.pt)](https://www.eeagrants.gov.pt/en/programmes/blue-growth/documents/)  **Environmental Legislation**  Documentary evidence of environmental procedures or commitment statement that the operation complies with environmental requirements (eg environmental impact studies).  ***If not applicable, you must attach a declaration of commitment to inform that it does not apply to the project according with the template available in:*** [Documentos (eeagrants.gov.pt)](https://www.eeagrants.gov.pt/en/programmes/blue-growth/documents/) |

# CONTRIBUTION FOR THE SELECTION CRITERIA

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| Must be prepared a justify note of the contribution for the operation to each of the selection criteria indicated in the Call (self-assessment).  If considered necessary, shall be attached documentation which support the explanatory note. |