



CALL FOR PROPOSALS FOR BILATERAL COOPERATION INITIATIVES 'CIDADANIA ATIVA' PROGRAMME

Under the Rules of the 'Cidadania Ativa' Programme (hereinafter 'Rules of the Programme'), the submission of applications to the Programme takes place exclusively via open calls, whose notices specify its terms.

The proposals for bilateral cooperation initiatives under the Programme shall be lodged using the appropriate form available from the website <http://cidadaniaativa.gulbenkian.pt>, and follow the specifications detailed on this notice.

Without prejudice of such specifications, the provisions of the Rules of the Programme shall nonetheless apply to proposals for bilateral cooperation initiatives when relevant.

1. Objectives

The bilateral cooperation initiatives provided for in Article 10 of the Rules of the Programme, are intended to support activities aimed at enhancing relations between Portuguese NGOs and entities of the Donor States (Iceland, Liechtenstein and Norway) with a view to exchanging international experiences, sharing and transferring knowledge and good practices to strengthen the capacity and effectiveness of NGOs in the Portuguese civil society, and also to assist promoters in the preparation of projects to be submitted to the Programme. The Norwegian Helsinki Committee (<http://partners.ngonorway.org/search.php#>) and the *Icelandic Human Rights Centre* (<http://www.humanrights.is/english>) shall facilitate the contacts and co-operation initiatives between Portuguese NGOs and Norwegian entities.

The bilateral cooperation initiatives are designed to facilitate and support the development of mutually beneficial partnerships and cooperation in the areas of support mentioned in article 3. of the Rules of the Programme.

Bilateral cooperation initiatives are seen as a significant tool to improve and introduce innovation and best practices in projects submitted to areas of support mentioned in article 3 of the Rules of Procedure. For that reason applications for bilateral cooperation submitted along with those projects shall increase their merit as provided for in article 10, paragraph 5, of the Rules of the Programme.

Bilateral co-operation initiatives shall also address core areas and horizontal concerns of the Programme as referred to in paragraph 1. of article 4 and paragraph 2 of article 8. of the Rules of the Programme, including hate speech, extremism and hate crime, racism and xenophobia, homophobia,



anti-Semitism, tolerance and multicultural understanding, ethnic minorities, sexual harassment, violence against women and human trafficking.

Activities intended to exchange experiences with international and intergovernmental organisations relevant to achieving the objectives of the Programme may also be considered, in particular the Council of Europe and the European Union Agency for Fundamental Rights.

2. Eligible Applicants

Promoters of bilateral cooperation initiatives shall comply with the general conditions of access to the Programme set out in the Rules of the Programme, particularly concerning administrative and eligibility criteria. Apart from these, applications must also observe the following specific conditions:

- a) Each Promoter may receive support to a maximum of two bilateral cooperation initiatives under this call. Proposals under this call shall not be considered for the purpose of the limitation of applications to other types of projects to be supported by the Programme (i.e. referred to in paragraph 1 of Article 11 of the Rules of the Programme);
- b) Besides Portuguese NGOs, as defined in Article 7 of the Rules of the Programme, entities from Donor States are also eligible as promoters of bilateral cooperation initiatives when participating in events organised by the Fund Operator;
- c) At least one entity from Donor States, International or intergovernmental organisation relevant to achieving the cooperation objectives, must participate as partners in any initiative;
- d) Portuguese entities which are not NGOs in the meaning of article 7 of the Rules of the Programme may also participate in bilateral cooperation initiatives as eligible partners.

Should an application propose only international or intergovernmental organisations as partners of the initiative, it is still required that the application conforms to the objectives for bilateral cooperation with the Donor states set in paragraph 1.

3. Eligible Activities

The proposed bilateral cooperation initiatives may comprise, in general terms, all activities aimed at deepen the contacts of Portuguese NGO with entities from Donor States, as well as international and intergovernmental organisations.

Eligible activities can include:

- a) Short-term actions aiming at searching for project partners prior or during preparation of a project application, at developing such partnerships and at preparing applications for donor partnership projects,



- b) Short-term actions such as the organization or participation in conferences, seminars, workshops and training courses aimed at networking, exchanging and transfer of knowledge, technology, experience and best practices between entities based in Portugal and entities in the Donor States, international and intergovernmental organisations.

4. Maximum grant support

Bilateral cooperation initiatives referred to in subparagraph a) of paragraph 3 above, are limited to a maximum grant of 3 500 euros per proposal, which can be supported at the maximum rate of 100% of the eligible costs.

Bilateral cooperation initiatives referred to in subparagraph b) of paragraph 3 above, are limited to a maximum grant of 5 500 euros per proposal, which can be supported at the maximum rate of 90% of the eligible costs.

In duly justified cases the maximum amounts referred to above may be exceeded.

5. Territorial Scope

The activities foreseen in the bilateral cooperation initiatives may take place in Portugal and in the Donor States (Iceland, Liechtenstein and Norway).

When intergovernmental organisations are involved, bilateral cooperation initiatives may take place in EEA countries different from the ones referred to in the previous paragraph (i.e. Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom).

6. Submission of Proposals

Proposals for bilateral cooperation initiatives shall be submitted electronically, the application form is available from: <http://www.cidadaniaativa.gulbenkian.pt>.

This call shall be open from 22 March 2013 and shall remain open until the 30 April 2016 or until the exhaustion of the available funds, whichever occurs first. Applications may thus be submitted at any time, and shall be evaluated in a sequential manner and decided on a monthly basis.

Proposals must be submitted, as a rule, with a minimum of 60 days prior to the date of the planned initiatives.



Applications must be substantiated with all the necessary documentation for its proper evaluation, including, without limiting, detailed descriptions of the objectives and activities in the initiative, the programs of the conferences, seminars or courses to be attended to, with identification of the participants (and submitting their CVs and diplomas when appropriate) and specifying the type of relation/contract with the Promoter, etc.

Promoters must demonstrate proficiency in the English language of the proposed participants in the bilateral cooperation initiatives submitted. Donor States' entities shall be allowed to submit applications in English.

7. Eligible Expenditures and Payment Method

The following categories of expenditure are eligible:

- a) Registration fees and travel costs for participation in conferences, seminars, courses, meetings and workshops, as well as the acquisition of support materials needed for this purpose;
- b) Travel costs concerning study missions abroad;
- c) Travel and salary costs, for visiting experts;
- d) Costs related to feasibility studies and preparation of financial and economic analysis of feasibility studies;
- e) Costs of organizing conferences, seminars, courses, meetings and workshops;
- f) Promotional and information activities;
- g) Costs of purchasing data (statistical or otherwise) essential for the preparation of projects;
- h) External consultancy fees.

The expenditures indicated in paragraph b) may include transportation costs and a per diem to cover lodging and subsistence costs for participating collaborators of the promoter and eligible partners, provided they are proportionate, in line with the usual practice of each entity and do not exceed the rules set for the Public Administrations of their respective countries.

Alternatively, lump sums may be calculated, based on the same assumptions as above and including transportation and lodging costs plus a subsistence allowance. These must be proposed to the Programme and duly justified. If accepted by the Programme, these lump sums may be paid to the collaborators taking part on the initiative, and submitted for reimbursement.

Only the expenditures incurred and paid after the decision approving the grant and up to 31 July 2016 shall be eligible.



Payments will be processed through a system of reimbursement of expenses actually incurred, upon submission of receipts or documents of equivalent probatory value.

Together with the documents of expenditure, the Promoter shall submit a brief report on the actions taken and achieved results, as well as documentary evidence of these actions (event invitations, attendee lists, meeting agendas, support materials for training, videos, etc.). The promoter shall submit this report by 15 September 2016, under pain of losing the right to the grant.

8. Methodology of evaluation, scoring and selection of proposals

The Programme Management Unit shall review the submitted proposals for compliance with administrative and eligibility criteria for the purposes set in article 20 of the Rules of the Programme. Promoters whose proposals were rejected at this stage shall be informed and given 10 days to appeal that decision.

The Programme Management Unit shall evaluate and score the proposals for bilateral cooperation initiatives, which shall then be submitted by the Programme Manager to the Selection Committee and subsequently send for final decision of the Board of Directors of the Calouste Gulbenkian Foundation.

The evaluation and scoring of the proposed initiatives shall be based upon the following criteria and weights:

- a) Merit of the initiative30%;
- b) Expected results for the promoter's qualification and/or relevance to their future projects..... 25%;
- c) Innovative features of the initiative.....15%;
- d) Value for money30%.

The classifications of the criteria shall be assigned on a scale between 0 and 100.

For the purposes of final selection, only the proposals applications that obtain, cumulatively, a scoring equal to or greater than 50 points on the criteria specified in subparagraphs a) and d) and an overall score equal to or greater than 60 points shall be considered.

9. Appropriation

The overall budget allocated to this call amounts to 120 185 euros.

With the following breakdown:

- a) budget allocated to subparagraph a) of paragraph 3 amounts to 27 185 euros;



b) budget allocated to subparagraph b) of paragraph 3 amounts to 93 000 euros.

10. Publicity and Additional Information

This call for applications and other relevant information, including the general Rules of the Programme, the application forms, the promoter's manual and technical guidance notes, are available from the Programme's website: www.cidadaniaativa.gulbenkian.pt.

Any adjustments to the terms and conditions set forth in this notice shall also be publicised in the above mentioned website, with a minimum of three working days prior to the date of its entry into force.

Lisbon, 23 September 2015