

## **ACTIVE CITIZENS FUND**

### **RESTRICTED CALL FOR APPLICATIONS #19**

# **"MITIGATING MEASURES FOR ONGOING PROJECTS"**

The Active Citizens Fund is implemented in Portugal within the framework of the “Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021” between Iceland, Liechtenstein, Norway (the Donor States) and Portugal, in force since 22 May 2017. It is operated in Portugal by the Calouste Gulbenkian Foundation in consortium with the Bissaya Barreto Foundation, under the terms and conditions of the ‘Programme Implementation Agreement’ (PIA), signed on 9 July 2018.

Over the last two years, 71 projects have been approved for a total grant awarded of almost 4.2 million euros. A significant number of them are still ongoing and are experiencing unprecedented challenges and risks since last March, when the Covid-19 outbreak has imposed restrictive measures to our society and economy and has provoked a temporary stop or slowdown in project activities, particularly serious during the lockdown.

The efforts made by project promoters to keep their projects under way in very adverse circumstances are recognised, namely by adapting methodologies or activities, by using new digital outreach tools and by keeping in touch with the target groups, especially those who are more vulnerable.

A consultation undertaken on the project promoters has however shown that without specific mitigating measures, several projects would not be successfully completed due to lack of time or resources. Being so, this exceptional restricted call has been agreed with the Donor States in order to allow promoters of approved projects to make the necessary adaptations and take additional measures or actions to ensure the achievement of project goals.

The present call for applications lays down the specifications to apply for an additional grant for ongoing projects approved under all outcomes of the Active Citizens Fund in Portugal and having started at the latest by 1<sup>st</sup> of March 2020.

Applications shall be submitted online through the website: [activecitizensfund.pt](http://activecitizensfund.pt) and shall follow the evaluation and selection procedures detailed on this notice.

Without prejudice to the specifications contained in this notice, the provisions of the Programme Rules shall apply to this call for applications and should therefore be consulted by applicants. The Programme Rules, the Promoter’s Manual and other useful information can be found on the Programme’s website.

## 1. Objective

- 1.1 The objective of this call is to support project promoters of approved projects under the Active Citizens Programme in Portugal to adapt their projects and take the necessary additional measures or actions in order to achieve the goals and targets set forth in their grant contracts.

## 2. Eligible applicants

- 2.1 Promoters of projects approved by the Active Citizens Programme in Portugal are eligible to this exceptional call for applications.
- 2.2 Only project promoters that have not requested in 2020 their in-kind contribution to be increased may apply to this call.

## 3. Eligible projects

- 3.1 Projects in implementation by the time of the application and having a starting date up to 1 March 2020 are eligible to this exceptional call for applications.
- 3.2 Projects should be progressing well in compliance with the provisions of the grant contract.

## 4. Additional grant

- 4.1 The maximum additional grant to be awarded to ongoing projects is 10 000 euros for large projects and 5 000 euros for small projects.
- 4.2 The applicable concepts of large and small projects are indicated in Article 13 of the Programme Rules and in the relevant call notices.
- 4.3 Additional grants requested by eligible applicants cannot exceed the amounts referred to in paragraph 4.1 and shall be duly justified.
- 4.4 The additional grant does not apply to the capacity building component of the approved projects.
- 4.5 The approved grant rate of the project is not affected by the award of an additional grant.

## 5. Eligible expenditure and financial contribution

- 5.1 Expenditures of entities meeting the requirements stated in Article 9 of the Programme Rules, shall be eligible under the present call for applications, for the purposes of calculating the additional grant.
- 5.2 Eligible costs to the additional grant are those actually incurred by the project promoter or the eligible partners according to the criteria laid down in Article 17 of the Programme Rules and associated to:
  - 5.2.1. Costs related with human resources and indirect costs borne to ensure the continuity of the project during the temporary stop or slow down of project activities;

5.2.2 Costs related with equipment of personal protection necessary to carry out the project activities.

5.3 The project promoters and partner entities' financial contribution can be provided in cash or in-kind (up to 50%) as voluntary work, the financial structure of the grant contract remaining unchanged.

## **6. Maximum project extension**

6.1 The extension of a project duration may not exceed 6 months, and shall be duly justified.

6.2. The total duration of projects after the extension shall not exceed 40 months for large projects and 21 months for small projects, counted from the date the grant contract was signed.

## **7. Project adaptations**

7.1 Together with a possible increase of duration and funding, applicants may include requests for project modification or reshaping in order to meet the originally contracted outcomes, taking into consideration the new working environment resulting from the Covid-19 pandemic.

7.2 Adaptations mentioned in the previous paragraph may comprise changes in the approved schedule, budget headings or planned activities or measures to cope with the new challenges.

## **8. Submission of applications**

8.1 The applications shall be submitted, electronically, via SIPPCA (the Programme information system) using an application form available on the Programme's website: [activecitizensfund.pt](http://activecitizensfund.pt).

8.2 Applications must be submitted through SIPPCA from 15 October 2020 until 29 October 2020, at 12:00 (GMT/Lisbon time).

8.3 Only complete applications shall be considered for evaluation and selection purposes.

8.4 Complete applications include an analysis of the impact of the Covid-19 pandemic on the project, a grounded justification of the necessary additional time and resources to reach the project goals, the proposed modifications to the project and a new project timeline and detailed budget.

## **9. Methodology of analysis, evaluation and scoring of applications**

9.1 The PMU shall review the applications for compliance with the administrative and eligibility criteria set on paragraphs 2 and 3 above. Applicants whose applications are rejected at this stage shall be informed and have a period of 5 days to appeal, counted from the day after the notification. Appeals may be sent by registered mail to the address indicated on paragraph 9.2 below; received appeals shall be analysed by the PMU which then proposes the final decision to the Board of Trustees of the Calouste Gulbenkian Foundation.

9.2 The above-mentioned appeal shall be sent to the following address:

**Programa Cidadãos Ativ@s  
Fundação Calouste Gulbenkian  
Avenida de Berna, 45 A  
1067-001 Lisboa – Portugal**

9.3 The evaluation and scoring of the applications shall be performed by the PMU according to the following selection criteria:

1. Credibility/likelihood of the proposal regarding the achievement of the originally contracted project outcomes;
2. Reasonability of the proposed additional costs taken into consideration the period during which activities were stopped or slowed down due to the Covid-19 pandemic;
3. Innovative character of the measures taken or to be taken to adapt the project in order to cope with the constraints imposed by the Covid-19 pandemic.

9.4 Each selection criterion mentioned in the previous paragraph will be scored 1 to 5.

## **10. Selection process**

10.1 Only applications with a score equal or above 5 points in total and at least 3 points under selection criterion no. 1 mentioned in paragraph 9.3 may be selected to receive a grant.

10.2 The amount to be granted to each selected project is a function of the score assigned to it:

- 5-8: 50% of the requested amount;
- 9-12: 75% of the requested amount;
- 13-15: 100% of the requested amount.

10.3 After the evaluation and scoring of all candidate projects, the PMU submits the lists ranked by score to the Selection Committee. The selection will be made based on the best classifications, up to the limit of the available budget.

10.4 The list of selected projects is approved by the Board of Trustees of the Calouste Gulbenkian Foundation based on the recommendations made by the Selection Committee.

## **11. Grant contracting**

11.1 Promoters of selected projects shall be notified individually of the Board of Trustees' decisions as foreseen in Article 27 of the Programme Rules.

11.2 The PMU then contacts the project promoters to analyse the contents of the Board decisions, prepares an addenda to the grant contract and sends it to the promoter, to be signed and returned within 20 days as stated in paragraph 3 of Article 28 of the Programme Rules.

11.3 The final list of selected projects and promoters is advertised on the Programme's website - [activecitizensfund.pt](http://activecitizensfund.pt) - upon receipt of all addenda to grant contracts signed.

## 12. Payment system

- 12.1 Once the addenda to grant contract is signed by the promoter and, if applicable, a corresponding addenda to the partnership contract is received by the PMU, the additional grant may start being disbursed together with the initial grant.
- 12.2 Payments to the project after approval of an additional grant will continue to follow the rules stated in Articles 39 and 40 of the Programme Rules, applied to the increased grant amount.
- 12.3 As a derogation to paragraph 1c) of Article 39 of the Programme Rules, the third advance payment for small projects is increased to up to 25% of the total grant amount.

## 13. Budget Allocation

- 13.1 The total budget allocated to this call is 260 000 euros.

## 14. Project review

- 14.1 All projects with grants approved under this call are subject to a thorough review to take place during the last 6 months of implementation, at the initiative of the PMU.
- 14.2 The review mentioned in the previous paragraph analyses the project progress, assesses the need of all remaining funding to be used till the end of the project and may lead to contract modifications.

## 15. Publicity and additional information

- 15.1 This notice and other relevant information, including the Programme Rules, the application forms and the Promoter's Manual, are available on the Programme's website: [activecitizensfund.pt](http://activecitizensfund.pt).
- 15.2 Any amendments 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, 15 October 2020