

CALL FOR APPLICATIONS FOR

SMALL PROJECTS IN THE FIELD OF INTERVENTION C –  
“STRENGTHENING THE EFFECTIVENESS OF NGOS”

OF THE CIDADANIA ATIVA PROGRAMME

The NGO Fund is implemented in Portugal within the framework of the ‘Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2009-2014’ between Iceland, Liechtenstein, Norway, the Donor States and Portugal, in force since 30 March 2012.

The Financial Mechanism Office, the programme operator for the NGO Fund in Portugal, has entrusted the Calouste Gulbenkian Foundation as Fund Operator in Portugal.

The NGO Fund is operated in Portugal under the designation ‘Cidadania Ativa Programme’ (hereinafter ‘the Programme’), implemented by the Calouste Gulbenkian Foundation under the terms and conditions of the ‘Programme Implementation Agreement’ (PIA), signed on 22 March 2013. The PIA was amended in February 2014 to add a fourth field of intervention focused on youth issues.

The present call for applications lays down the specifications to apply for large projects in the field of intervention C of the Programme - "Strengthening the effectiveness of NGOs", one of the four fields of intervention of the Programme as set forth in article 3 of the Rules of the Programme.

In 2013, selection of projects under field of intervention C was carried out through two calls for applications, one for large projects and another for small projects, resulting in approved grants worth 1 208 498 euro. The selection of additional projects in 2014, via a final round of calls for applications for large and small projects totalling 751 502 euro, will complete the allocation of the resources made available under this field of intervention. This call concerns small projects and the total budget is 97 695 euro.

Applications shall be submitted exclusively via SIPCA (the Programme’s information system) using the application form available on the Programme’s website: [www.cidadaniaativa.gulbenkian.pt](http://www.cidadaniaativa.gulbenkian.pt), and shall follow the procedure for evaluation and selection detailed on this notice.

Without prejudice to the specifications contained in this notice, the provisions of the Rules of the Programme shall apply fully to this call for applications and should therefore be consulted by applicants, especially considering the rules on selection procedures and eligibility of applicants. The Rules of the Programme (and other useful information) can be found on the website.

## 1. Objectives

- 1.1 The projects to be selected in this field of intervention shall aim at strengthening the capacity of Portuguese NGOs' performance by improving their effectiveness and efficiency, their management and organizational methods, their ability to mobilize volunteers and the quality and sustainability of their services and activities and shall also consider the overall objectives of the Programme as set forth in article 2 of the Rules of the Programme.
- 1.2 The field of intervention C – “Strengthening the effectiveness of NGOs” hosts projects whose objectives are exemplified in subparagraphs i) to vi) of paragraph C of article 3 of the Rules of the Programme.
- 1.3 In the context of this call for applications it is not mandatory that projects should be implemented through partnerships, however the applicants are encouraged to engage in such partnerships, which may involve Portuguese NGOs or other project partners (project promoter plus a maximum of 3 partners), which may be public or private entities, profit or nonprofit, that have their activities located in Portugal, in the Donor States or the Beneficiary States<sup>1</sup>.
- 1.4 For information purposes, applicants are recalled that bilateral cooperation initiatives for match-making and search for project partners, and to prepare donor partnerships projects for large projects under the Programme are already available in a separate call for proposals. Information and call notice available at [www.cidadaniaativa.gulbenkian.pt](http://www.cidadaniaativa.gulbenkian.pt).

## 2. Eligible Applicants

- 2.1 Project promoters must comply with the general conditions of eligibility of the Programme established in article 7 of the Rules of the Programme.
- 2.2 Partner entities must comply with the general conditions of eligibility of the Programme established in article 16 of the Rules of the Programme.
- 2.3 Each entity, either as promoter or as partner, must comply with the limits on accessing support established in article 11 of the Rules of the Programme.

## 3. Eligible Activities

- 3.1 The eligible activities are those defined under article 8 of the Rules of the Programme, project promoters being obliged to incorporate in their projects one or more activities on the key Donor concerns referred to in paragraph 2 of article 8 of the Rules of the Programme (i.e. hate speech, extremism and hate crime,

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<sup>1</sup> Besides Portugal, the Beneficiary States are: Bulgaria, Cyprus, the Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia and Spain.

racism and xenophobia, homophobia, anti-Semitism, tolerance and multicultural understanding, Roma, sexual harassment, violence against women and Human trafficking).

- 3.2 Projects that fall under subparagraphs a) to i) and j) of paragraph 1 of article 4 of the Rules of the Programme shall have an indication preference that is aimed at achieving the objectives of the Programme for a minimum allocation for the mentioned areas of, respectively, 33% and 10% of the overall budget of the Programme.

#### **4. Eligible Expenditure**

Eligible costs are those actually incurred by the project promoter or the promoter's partners according to the rules laid down in article 34 of the Rules of the Programme.

#### **5. Size of projects, grants and co-financing rates**

- 5.1 Small projects under this field of intervention shall have a total grantable cost equal to or above 10 000 euro and less than or equal to 27 500 euro, with the eligible costs of the project co-financed at a rate of up to 90%.
- 5.2 Only expenditures of NGOs legally established in Portugal shall be eligible under the present call for applications, for the purposes of calculating the grant decision thereof.
- 5.3 The project promoters and partner entities remaining co-financing contribution can be provided in cash or in-kind (up to 50%) as voluntary work, calculated according the formula set out in paragraph 4 of article 35 of the Rules of the Programme.

#### **6. Territorial scope**

- 6.1 The actions and activities of the selected projects may be located throughout the Portuguese territory and the scope of the said projects can be national, regional or local.
- 6.2 The activities to be pursued in the framework of international partnerships, may also be located in the territories of other Beneficiary States or in the Donors States. When the partnership involves intergovernmental organizations, actions may take place in the territories of any other Member States of the European Economic Area.

## 7. Maximum duration of projects

The maximum duration of small projects to be selected under this call for applications shall be up to 12 months, counted from the date of signature of the grant contract, as provided for in paragraph 3 of article 9 of the Rules of the Programme.

## 8. Submission of applications

- 8.1 The applications shall be submitted, electronically, via SIPCA using an application form available on the Programme's website: [www.cidadaniaativa.gulbenkian.pt](http://www.cidadaniaativa.gulbenkian.pt).
- 8.2 Applications must be submitted through SIPCA from the 11 March 2014 until 12 May 2014, at 18:00 (GMT/Lisbon time).
- 8.3 After the electronic submission of the application form, the promoter shall have a period of 10 working days to send to the Programme Management Unit (PMU), by registered post, the original of the 'term of responsibility' (summary of the application form) automatically produced by SIPCA, duly signed by whom has the power to legally bind the entity.
- 8.4 The above mentioned 'term of responsibility' shall be sent to the following address:

**Programa Cidadania Ativa**

**Fundação Calouste Gulbenkian**

**Avenida de Berna, 45 A**

**1067-001 Lisboa – Portugal**

- 8.5 Only complete applications shall be considered for evaluation and selection purposes, including the compliance with the obligation to send in time the above mentioned document by registered post.
- 8.6 Applicants are responsible for the truthfulness and authenticity of all documents submitted electronically and are expressly informed that they may be required to present the original documents to the PMU at any stage of the application process.

## 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 for the purposes of article 20 of the Rules of the Programme. Applicants whose applications are rejected at this stage shall be informed and shall have a period of 10 days to appeal that decision, counted from the day after the notification. Appeals may be sent by registered post to the address indicated on paragraph

8.4 above; received appeals shall be analysed by the PMU which proposes the final decision to the Board of Trustees of the Calouste Gulbenkian Foundation.

9.2 The evaluation and scoring of the applications shall be performed by two independent experts according to the selection criteria referred to in Annex 1 of the Rules of the Programme, with the weights set in this notice as follows:

<b>Criteria</b>	<b>Weight</b>
1. Project relevance for achieving the Programme’s objectives and outcomes	15
2. Methodology	5
3. Project coherence between objectives, activities, outputs and results	20
4. NGOs experience and capacity	10
5. CV of the project leader/manager	5
6. Sustainability	5
7. Innovation	5
8. Project’s capacity building potential	5
9. Impact on the Programme’s cross-cutting issues, namely good governance, sustainable development and gender equality	5
10. Communication plan associated to the project	-
11. Consistency and nature of partnership	10
12. Return on investment ( <i>value for money</i> )	15
13. Proposed supervision and evaluation mechanisms	-
<b>Total</b>	<b>100</b>

9.3 The scores shall be assigned on a scale between 0 and 100 points, the final classification of the application being the average of the two scores assigned by two independent experts except in the cases foreseen in paragraph 9.4.

9.4 If the difference between the two scores is more than 30% of the higher score, the application shall be assessed independently by a third expert, and in such cases, the final classification shall be the average of the two closest scores.

9.5 Only applications with a final classification of 50 points or more shall be considered for final selection, and in addition, grantable applications must also get a score equal to or greater than 50 points on the criteria numbers 1 and 3 referred to in paragraph 9.2.

9.6. Non-grantable applications shall be notified that they were not selected because the application score is lower than 50 points either in the overall classification or in one of the criteria stated in paragraph 9.5.

## 10. Grant contracting

10.1 Promoters of selected projects shall be notified individually of the Board of Trustees’ decisions as provided for in article 25 of the Rules of the Programme.

10.2 Prior to grant contracting, the PMU shall inform promoters of the recommendations made by the independent evaluators and of the outcome of the technical analysis made by its own staff in order to improve, develop and/or specify the content of the project, its budget and targets.

10.3 Once the PMU considers the information provided sufficient and appropriate for drafting the grant contract, a grant contract is drafted and sent to the promoter, to be signed as provided for in Article 26.

10.4 The final results of this call for applications shall be published on the Programme's website: [www.cidadaniaativa.gulbenkian.pt](http://www.cidadaniaativa.gulbenkian.pt).

### **11. First date of eligibility of expenditures and payment system**

11.1 The eligibility of expenditure period is between the date of the grant decision or such later date as defined in the grant contract for the start of the project, and the date of conclusion defined on the financing contract.

11.2 The project promoter shall inform the PMU of the bank account number (IBAN) to be associated to the implementation of the project on the terms and for the purposes set in article 43 of the Rules of the Programme; this information is a prerequisite for the signing of the grant contract and the processing of any advance or payment to the project promoter.

### **12. Appropriation**

12.1 The overall budget allocated to this call amounts to 97 695 euro.

12.2 Whenever part of the appropriation allocated to this call should not be used up to fund applications scoring at least 60 points the amount shall be transferred to the reserve list provided for in Article 24 of the Rules of the Programme.

### **13. Publicity and additional information**

13.1 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](http://www.cidadaniaativa.gulbenkian.pt).

13.2 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.