

CALL FOR APPLICATIONS

FOR

SMALL PROJECTS IN THE FIELD OF INTERVENTION A - "PARTICIPATION OF NGOs IN THE DESIGN AND IMPLEMENTATION OF PUBLIC POLICIES AT THE NATIONAL, REGIONAL AND LOCAL LEVELS"

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 Programme Area D 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'.

The present call for applications lays down the specifications to apply for small projects in the field of intervention A of the Programme - "Participation of NGOs in the design and implementation of public policies at the national, regional and local levels", one of the three fields of intervention of the Programme as set forth in article 3 of the Rules of the Cidadania Ativa Programme (hereinafter the 'Rules of the Programme').

Applications shall be submitted exclusively via SIPCA (the Programme's information system) using the application form available on the website: 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 in the website: www.cidadaniaativa.gulbenkian.pt.

The present call for applications is the first in this field of intervention and it is planned that two more shall be launched, the second call in first quarter of 2014 and the third and last call shall be launched in the first quarter of 2015.

The first call in this field of intervention has an overall budget of 147 000 euro and it is foreseen that the second call for applications shall have an overall budget of 29 400 euro, and the third and last call shall have an overall budget of 19 600 euro.

1. Objectives

- 1.1 The projects to be selected in this field of intervention shall aim at strengthening the participation of NGOs in the design and implementation of public policies at the national, regional and local levels and shall 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 A - "Participation of NGOs in the design and implementation of public policies at the national, regional and local levels" hosts projects whose objectives are exemplified in subparagraphs i) to iv) of paragraph A 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 States¹.
- 1.4 Projects that fall in subparagraph iii) of paragraph A of article 3 of the Rules of the Programme shall include partnership with public authorities at national, regional and or local levels as appropriate in accordance with the territorial scope of the project at stake.
- 1.5 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/section237artId4152langId1.html.

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 15 of the Rules of the Programme.
- 2.3 Each project promoter may submit only one application per field of intervention, whether for large or small projects, in accordance with paragraph 3 of article 7 of the Rules of the Programme.

3. Eligible Activities

- 3.1 The eligible activities are provided for in article 8 of the Rules of the Programme; project promoters must 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,

¹ 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 in 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 32 of the Rules of the Programme.

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

- 5.1 Small projects in this field of intervention shall have a total grantable cost equal to or above 10 000 euro and less than or equal to 25 000 euro, with the eligible costs of the project co-financed at a maximum rate of 90%.
- 5.2 Only expenditures of NGO 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 3 of article 34 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, counting from the date of the grant decision or the date defined in the grant contract, as provided for in paragraph 8 of article 32 of the Rules of the Programme.

8. Submission of applications

- 8.1 The applications shall be submitted, electronically, via SIPCA using a specific application form, available on the following website: www.cidadaniaativa.gulbenkian.pt.
- 8.2 Applications must be submitted through SIPCA from the 29 April 2013 until 1 July 2013, 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, 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:

Unidade de Gestão do 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 19 of the Rules of the Programme. Applicants whose applications are rejected at this stage shall be informed and shall have a period of 10 working days to appeal that decision. The appeal shall be analysed by the PMU which proposes the final decision to the Board of Trustees of the Calouste Gulbenkian Foundation, pursuant to paragraph 4 of the same article.
- 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:

	Criteria	Weight
1.	Project relevance for achieving the Programme's objectives and outcomes	20
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	-
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	5
12.	Return on investment (<i>value for money</i>)	20
13.	Proposed supervision and evaluation mechanisms	-
	Total	100

9.3 The scores shall be assigned on a scale between 0 and 100 points; the final classification of the application shall be the average of the two scores assigned by two independent experts, if the difference between the two classifications is more than 30%, the application shall be assessed independently by a third expert. In such case, the final score shall be the average of the two closest scores.

9.4 Only applications scoring an overall classification of 50 points or more shall be considered for final selection, in addition, successful applications must also get a score equal to or greater than 50 points on the criteria number 1 and 3 referred to in paragraph 9.2 above.

9.5 The final decision on the scoring of applications shall be notified individually to the project promoters. The notification shall refer to only one of two possible results: the information that the project was 'selected', or the information that the project was 'not selected', in which case it may specify that the application was '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 9.4 above.

9.6 The final decision of the Board of Trustees of the Foundation shall be notified individually to the project promoters.

9.7 The final results of this call for applications shall be published in the website: www.cidadaniaativa.gulbenkian.pt.

10. First date of eligibility of expenditures and payment system

10.1 Only expenses incurred after the decision approving the grant or the signature of the grant contract by the promoter shall be eligible.

10.2 Together with the return of the grant contract duly signed, the project promoters shall notify the PMU of the bank account number (IBAN) that shall be associated to the implementation of the project on the terms and for the purposes set in article 41 of the Rules of the Programme; this notification is a prerequisite for the processing of any advance or payment to the project promoter.

11. Appropriation

11.1 The overall budget allocated to this call amounts to 147 000 euro, subject to the following specifications:

- a) the projects to be selected which score between 50 and 60 points shall only take up a maximum of 68 600 euro;
- b) the remainder budget shall be reserved for projects with a final score of 60 points and above.

11.2 Whenever, as a result of the above mentioned specifications, part of the appropriation allocated to this call should not be used up the amount shall be transferred to the appropriation of the following call for the same type of projects and in the same field of intervention.

12. Publicity and additional information

12.1 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 website of the Cidadania Ativa Programme at: www.cidadaniaativa.gulbenkian.pt.

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

Lisbon, 29 April 2013