

CALL FOR PROPOSALS FOR ADDITIONAL ACTIVITIES UNDER PROJECTS SUPPORTED BY THE CIDADANIA ATIVA PROGRAMME

The nearly € 7.5 million made available to the Cidadania Ativa Programme by the EEA Grants' donor countries – Norway, Iceland and Liechtenstein – are fully allocated since April 2015 to 113 projects. However it is possible that part of these resources are not spent under the currently approved projects, because of savings in the projects, dropouts, recovered funds and so on.

While these unplanned events may, in the coming months, result in changes in the approved amounts of support, it has been decided that, with only one year remaining until the end of the eligibility period defined for the current period of EEA Grants support (April 30th 2016), no additional projects will be selected, for there would not be sufficient time for the successful implementation of a complete project. On the other hand, implementation of additional activities under projects already underway may be feasible, and relevant for the overall objectives of the Programme and each project's specific objectives.

The present call for proposals lays down the specifications to apply for support to additional activities within the scope of projects supported by the Cidadania Ativa Programme under the four fields of intervention of the Programme as set forth in article 3 of the Rules of the Programme. Within the scope of the present call, project promoters are invited to propose additional activities to expand and improve their projects.

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 regarding additional activities under projects supported by the Programme shall be submitted 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 the proposals.

1. Objectives

- 1.1. The proposals to be submitted under this call will concern additional activities within the scope of projects supported by the Cidadania Ativa Programme which are already underway. With the proposed activities, project promoters aim at contributing to the objectives of the projects receiving the additional funds.



- 1.2. “Additional activities”, as defined in this call, are measures or actions which were not planned in the contracted project and whose implementation will correspond to measurable additional outputs or outcomes.
- 1.3. Support to actions originally planned but for which the provided grant appears not to be sufficient to finance them (due for example to increased costs of the project components) is not eligible for reallocation from unspent funds.
- 1.4. The proposed additional activities to be supported under this call may in no circumstance replace activities already approved.
- 1.5. The proposals to be selected under this call shall be fully in line with the Programme’s objectives, set in Article 2 of the Programme Rules, and with the specific objectives set for the project to which it concerns.

2. Eligible projects

- 2.1. Only projects supported by the Cidadania Ativa Programme which are already underway are eligible to additional funding.
- 2.2. In order to access additional funds, projects must comply with the following conditions:
 - a) The project for which additional funds are requested has been supported by the Cidadania Ativa Programme;
 - b) The project is not yet completed, i.e. final payment claim has not been submitted before the proposal for additional activities is submitted to the Programme;
 - c) The project is being implemented according to the contract both in terms of timeframe, financial expenditure and progress of expected outputs;
 - d) The project has already reached half time of its duration.

3. Eligible activities

The eligible activities are those provided for in article 8 of the Rules of the Programme. In addition, they must be consistent with the specific objectives set for the project to which they concern.

4. Maximum grant support

- 4.1. No additional grant allocation to a given project can exceed € 15 000, except in duly justified exceptional cases.



- 4.2. The rate of assistance will remain the one approved for the contracted project.
- 4.3. 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. Maximum duration of the additional activities

- 5.1. Any duration may be proposed, provided that the additional activities do not require a change in the project closure date.
- 5.2. In duly justified cases, and concerning only the proposed additional activities, an extension of the closure date could be accepted up to one month.

6. Submission of proposals

- 6.1. Proposals must be substantiated with all the necessary documentation for its proper evaluation, including, without limiting:
 - a) identification of promoter and project;
 - b) description and timetable of the new measures and tasks;
 - c) justification for the proposed project modifications and additional grant allocation;
 - d) contribution to project objectives;
 - e) quantification of the additional project outputs or outcomes.
- 6.2. Additional activities shall be gathered in a single new project component.
- 6.3. As a rule, proposals must be submitted with a minimum of 60 days prior to the date of the planned activities.
- 6.4. Proposals must be submitted to cidadaniaativa@gulbenkian.pt from the date of this notice's publication on the Programme's website until the closing of the third and final round, as defined on paragraph 8.1.c).
- 6.5. Applicants are responsible for the truthfulness and authenticity of all submitted documents.
- 6.6. Each applicant will receive confirmation of reception.



7. Methodology of evaluation, scoring and selection of proposals

- 7.1. 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.
- 7.2. The Programme Management Unit shall evaluate and score the proposals for additional activities, which shall then be submitted by the Programme Manager to the Selection Committee and subsequently send for final decision of the Board of Trustees of the Calouste Gulbenkian Foundation.
- 7.3. The evaluation and scoring of the proposed initiatives shall be based upon the following criteria and weights:
- a) Complementarity to or extension or improvement of activities already contracted..... 50%;
 - b) Value for money of the proposal 30%;
 - c) Location of the promoter NGO is outside the Grande Lisboa NUTS III 20%.
- 7.4. The classifications of the criteria shall be assigned on a scale between 0 and 100. Only applications with a final classification of 50 points or more shall be considered for final selection.

8. Selection of proposals

- 8.1. Three rounds of proposals will be carried out under this call, and for each round, a decision will be taken about additional support to projects. The deadlines for each of the rounds are:
- a) 31 July 2015, 18:00 (Lisbon time);
 - b) 30 September 2015, 18:00 (Lisbon time);
 - c) 16 November 2015, 18:00 (Lisbon time).
- 8.2. The total allocation for each round will be published in the Programme website (www.cidadaniaativa.gulbenkian.pt) by the end of that round.
- 8.3. The allocation available to each round will correspond to all the resources made available till then due to unspent or recovered funds.



- 8.4. Each proposal will be evaluated and scored by the Programme Management Unit and a recommendation proposal is submitted to the Selection Committee including the additional expenditure considered eligible and relevant to the project.
- 8.5. The decision on each round will be taken by the Calouste Gulbenkian Foundation Board of Trustees, upon recommendation by the Selection Committee.
- 8.6. The recommendations, and then the decisions on each round, will be based on three lists prepared by the Programme Management Unit:
 - I. Projects for which grant reallocations are proposed;
 - II. Projects for which reallocations are not proposed because there is not enough available resources, in spite of their merit;
 - III. Projects which did not achieve the minimum score of 50 points.
- 8.7. Proposals assigned to List II may be considered to the next round if the promoter sends a letter asking so and if the conditions for additional granting are still met. Those proposals will keep their scores unchanged and will be integrated in the decision making procedures of the following rounds.

9. Grant contracting

- 9.1. After the decisions on each round are taken, the promoters of the selected projects shall be notified individually of the Board of Trustees' decisions, in order to initiate the process leading up to the amendment of the grant contract.
- 9.2. Prior to grant contracting, the Programme Management Unit shall inform the concerned promoters of the outcome of the technical analysis made to their proposals in order to improve, develop and/or specify the content of the additional activities, as well as the required changes to be made in the project's budget, timeframe and targets.
- 9.3. Once the Programme Management Unit considers that the information provided is sufficient for drafting the addendum to the grant contract, a draft is prepared and sent to the promoter, which is to analyse and sign it.
- 9.4. The eligibility of the new measures or tasks will start from the notification date.

Lisbon, 23 April 2015