

SMALL GRANT SCHEME

CALL FOR PROPOSAL

Reference information:

- EEA PT02 PA objective – Good Environmental Status (GES) in European marine and coastal waters
- EEA PT02 PA expected outcome #4 - Increased awareness of and education in integrated marine water management
- Output 4A - Integrated marine water management training, education and awareness raising measures and activities implemented
- Call – Small Grant Scheme
- Description – Promotion of an awareness raising campaign through the development of local events in basic and secondary schools, and activities to promote and increase ocean literacy levels among the younger population

1. AREA OF INTERVENTION:

Regarding the outreach, this Call addresses proposals aiming to complementing the required measures which were identified as outcomes of the programme. This will include awareness raising of the population regarding the programme, its important projects and consequences for Portugal, the importance of the Ocean for the globe in general, and including actions towards children and youngsters in order to generate, at a medium and long-term, a true national awareness of the marine environment, its natural resources, and the economic and social potential and direct benefits for the country.

2. OBJECTIVES AND OUTCOMES FOR THE PROJECT:

The programme is intended to promote and increase ocean literacy levels among the younger population.

It seeks to encourage initiatives that promote more informed, more responsible and more involved citizens, who will be aware of the oceans importance in the global and national context. It focus on the knowledge and best practice related to marine environment, the knowledge of their natural resources, economic and social potential and also direct and indirect benefits that the ocean bring to the country. As result it is expected that the carrying out of national, regional and local educational initiatives will contribute to increase the ocean' s knowledge in Portuguese school community.

The selected projects will contribute to the following output indicators:

Indicator#1 - Number of awareness raising initiatives (including supporting materials) carried out in primary and secondary schools

Target: 15 initiatives.

Indicator #2 - Number of hits on the Ocean Literacy Website 2013-2016

Target: 20.000 hits.

3. ELEGIBLE ACTIVITIES:

Any institutions in line with Chapter 8 of this call with interests in promoting formal or informal educational competencies are here challenged to create projects that bring closer together the younger part of society for the knowledge of the marine environment, taking into account the basic principles of oceans literacy adjusted to Portugal.

Guidance:

The projects should include differentiated teaching strategies and promote the collective and collaborative work among children and young people of different educational levels and preferably impact with the rest of the school and local community.

It is suggested that activities developed by children and young people will have to consider the consultation and use of information available in electronic reference websites devoted to the Ocean Literacy, such as Sea KIT Website (<http://kitdomar.emepc.pt/quem-somos/a-nossa-missao/>) and the Ocean Knowing Website (<http://www.cienciaviva.pt/oceano/home/>).

Each application must submit a project description including at least:

1 – Project name

Name given to the project.

2 - Rationale

Justification for project relevance in school and local community context and in relation to the country's goal of promoting good environmental status in their respective marine waters.

3 - Audience

Identification and characterization of target audience.

4 - Project objectives and goals

Indicate the project objectives. Indicate the expected goals namely number of children and young people that want to involve and number of initiatives that focus on awareness development.

5 - Initiatives to raise awareness

Identify and briefly characterize awareness initiatives to be developed (examples: thematic itineraries implemented related to maritime economy in the region, exhibitions, books, e-books, movies, plays, musicals, models).

6 - Curriculum areas

If applicable identify the Curriculum areas that will be involved in project development.

7 - Final Products and sustainability

Identify the extent to which awareness initiatives will produce final products and partnerships that can be continued after the application close.

8 - Resources and budget

Considering awareness initiatives that will be accomplished and the tasks involved, it must be identified the necessary resources (human and material), unit costs and the project budget.

9 - Schedule

In function of awareness activities proposed to be accomplished, it should be presented the schedule of activities to be developed.

10 – School Directorate Support

It should be included in the proposal the opinion of the Group or School Ungrouped Director about the project proposed, if the project involves activities with the school community.

11. Publicity plan

The Project Promoter shall provide information on the project to the widest possible audience at the appropriate national, regional and/or local levels, including relevant stakeholders. The Project Promoter shall develop and implement the Publicity Plan (simplified) as described in 4.2 of the annex 4 of the EEA Grants 2009-2014 Regulation.

Projects are limited to the extension of 18 months, however the projects must be completed no later than the last date of eligibility for projects (se Chapter 9)

4. AVAILABLE FUND:

The total amount available to the present Call is € 236.886,00.

5. MAXIMUM AND MINIMUM GRANT AMOUNTS FOR EACH PROJECT:

The costs of each project must be within the following range:

Min: € 5.000,00

Max: € 15.792,00

6. GRANT RATES EEA GRANTS:

The funding rate will not exceed 85% of total eligible project costs.

The remaining costs shall be provided or obtained by the Project promoter. The project promoter must demonstrate their co-financing ability through a document evidencing the financing capacity.

The project grant rate shall be set at a level that complies with the State Aid rules in force and takes into account any and all other forms of public support granted to projects and/or the Project Promoter or partner, where relevant.

7. DEADLINE FOR SUBMISSION OF APPLICATIONS:

The call is open from 28.05.2014 and remains open **until to 23:59:59 TMG 28.07.2014.**

8. ELIGIBILITY OF APPLICANTS AND PARTNERS:

Any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in the respective Beneficiary State as well as inter-governmental organisations operating in the Beneficiary State are considered eligible applicants of projects.

Any public or private entity, commercial or non-commercial, as well as non-governmental organisations, all of whose primary locations are either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project, are considered eligible partners.

9. PERIOD OF ELIGIBILITY OF EXPENDITURES:

From the date the Programme Operator signs the granting decision until April 30, 2016.

10. ELIGIBILITY OF EXPENDITURES:

Expenses that comply with Articles 7.2 to 7.5 of the Regulation of the EEA Grants 2009-2014 Regulation are considered eligible. (<http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014>)

For calculation of **overheads/indirect cost**, please see the - Guidelines - Methodology on the calculation for the flat rate to be applied to indirect eligible costs (overheads)

http://www.dgpm.mam.gov.pt/Pages/eea_grants_documentos.aspx

11. SUBMISSION OF APPLICATIONS:

Applications must be submitted, in Portuguese or English, to the Programme Operator by the deadline stipulated in paragraph 7., in digital format, by email, to the following address: eeagrants@dgpm.mam.gov.pt, using the standard application form and having attached all documents that constitute the application folder (i.e. list of documents to be submitted by the beneficiary and demandable on application).

In addition, all original documentation, in paper form, must be conveyed to the address identified in paragraph 16. of this Call, with the application form duly signed and stamped.

In case there is a difference between the digital version and paper copy, the digital version shall prevail.

The application form and the list of all documents to be submitted are available in www.dgpm.mam.gov.pt ("EEA Grants" sub-menu)

It is suggested that before submitting your application to read the information on the EEA Grants Fund 2009-2014, available through the "EEA Grants" sub-menu on the DGPM website, namely, the following documents:

- Regulation of the EEA Grants 2009-2014

<http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014>

- Project Promoter's Procedures Manual

http://www.dgpm.mam.gov.pt/Pages/eea_grants_documentos.aspx

- Guidelines - Description of the Selection Procedures

http://www.dgpm.mam.gov.pt/Pages/eea_grants_documentos.aspx

- Guidelines - Methodology on the calculation for the flat rate to be applied to indirect eligible costs (overheads)

http://www.dgpm.mam.gov.pt/Pages/eea_grants_documentos.aspx

12. SELECTION AND DECISION PROCEDURES:

Only the applications meeting the conditions in accordance with national and Community legislation, the Rules of the EEA Grants 2009-2014, the Project Promoter's Procedures Manual and with this Call are acceptable in this procedure.

The project's selection and approval process is carried out in two sequencing phases, as follows:

1st phase – Administrative Checks

- **Correct preparation of the application process** - verification whether the application, in particular the Application Form, has been correctly completed and whether all required and mandatory annexes have been attached thereto.
- **Administrative and eligibility compliance** – verification of compliance with administrative and eligibility criteria.

2nd phase - Selection - The final score will be assigned to the project by applying the selection criteria approved by the Programme Operator and published in this Call for Proposal.

All sequencing phases are qualifiers.

During these phases there will be a communication with applicants and appeal's processes whenever the applications don't comply with the necessary and mandatory framework requirements.

Each application will be scored on a scale of 0 to 5 points, according to the selection criteria set out in paragraph 13. of this Call for proposal.

The selection criteria allow assessing the applicant's ability to complete the proposed action, namely the:

- **Operational capacity** of the applicant and partners: professional and/or institutional competencies, qualifications and requirements needed to implement the project;
- **Financial capacity**, ensuring this way stable and sufficient financial flows to maintain its activity throughout the period during which the proposal is being carried out and to participate in its funding;
- **Technical Capacity**, the project quality and its contribution to the objectives, as well as the programme outcomes and respective outputs.

Two independent and impartial experts shall (separately) score the project in accordance with the selection criteria provided in paragraph 13. of this Call for proposal. For the purposes of ranking the projects, the average scores awarded by the experts shall be used.

In case the difference between the scores given by the two experts is higher than 30% of the highest score, a third expert shall be commissioned by the Programme Operator to score the project independently. In such cases the average score of the two closest scores shall be used to rank the projects.

The Programme Operator provides the Selection Committee with the list of ranked projects.

The Selection Committee shall review the ranked list of projects and, and may modify the ranking in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee. In case a project is rejected as a result of such amendment, the affected applicant shall be informed in writing regarding the justification for the amendment. The Selection Committee shall submit the list of recommended projects to the Programme Operator.

The Programme Operator shall establish whether the election process has been conducted in accordance with the EEA Regulation and if the Selection Committee's recommendations comply with the rules and objectives of the programme. Following such verification the Programme Operator (Decision Body), based on the recommendation of the Selection Committee, shall make a decision regarding which projects shall be supported. In case the Decision Body modifies the decision of the Selection Committee, it shall inform the Selection Committee and provide it with a justification.

Project selection shall be done by open competition, ie, applications that meet the required minimums are ranked in descending order according to the scores from the assessment of selection criteria provided in paragraph 13. of this Call for proposal. The applications with the highest scores within the financial allocation for each call will be awarded grants.

Applications that have sufficient quality, but are not awarded granting because of the limitations in funding set by each call, should be put on a ranked reserve list.

In case funds are uncommitted, a second call may be launched and shall make available any remaining funds for re-granting.

Applications scoring lower than 2,5 points will not be selected for awarded granting.

Further details are provided in paragraph 13. of this Call for proposal.

13. SELECTION CRITERIA:

13.1. Selection Criteria

In the selection of applications relating to the types of projects provided for in paragraph 2 of this call will be applied taking into account the assessment criteria and weightings, as the following table:

Selection Criteria	Weighting (W)	Indicative aspects	Criteria Classification (CC) (points)*	Global Score
1. Contribution to achieving the Programme's objectives and expected outcome(s) and outputs	30%	Demonstration of the contribution for the overall objectives, outcomes and outputs of the Programme: a) Achieving and sustaining the Good Environmental Status (GES) in the European marine and coastal waters? (25%) b) Strengthen bilateral relations? (25%) c) Demonstration of the contribution of the project to the Programme's expected outcomes and outputs? (50%)	25%*CC1a 25%*CC1b 50%*CC1c	
2. Technical coherence and understanding	30%	a) Identification and understanding of the specific needs the proposal is intended to solve? (20%) b) Demonstration of solid knowledge and experience relevant for the development of the project accordingly with the objectives which aims to achieve? (20%) c) Qualification of the team members in the subject matter of the present call for proposals and of the proposed project, as demonstrated by relevant academic qualifications and sufficient (for senior members this would mean several years) relevant professional experience? (20%)	20%*CC2a 20%*CC2b 20%*CC2c	

		<p>d) Identification of distinct, relevant and realistic deliverables? (20%)</p> <p>e) Feasibility, clarity, logic and coherence of the proposal? (20%)</p>	<p>20%*CC2d</p> <p>20%*CC2e</p>	
3. Approach and added value	20%	<p>a) Measures proposed to involve stakeholders, including partnerships of/with school groups or other educational institutions, ensuring visibility of the project? (35%)</p> <p>b) Complementarity with the projects identified in the National Ocean Strategy 2013-2020 Action Plan - Mar-Portugal Plan – Programmatic Area/Ocean - Action Programme “Marine Strategy Framework Directive”; Programmatic Area/Governance – Action Programmes “Administration”, “Education, science and technology” and “Identity and Culture”?(35%)</p> <p>c) Relevance of expected results and potential impact in terms of stimulation of best-practice, innovation and demonstration? (30%)</p>	<p>35%*CC3a</p> <p>35%*CC3b</p> <p>30%*CC3c</p>	
4. Financial coherence and availability	20%	<p>a) Feasibility of proposed project in terms of coherence of resources and timetables? (25%)</p> <p>b) Demonstration that the project is implemented with the aim of achieving economic efficiency? (25%)</p> <p>c) Budget: consistency of the expenditures with the foreseen activities? (25%)</p> <p>d) Clearly state the co-financing requirements? (25%)</p>	<p>25%*CC4a</p> <p>25%*CC4b</p> <p>25%*CC4c</p> <p>25%*CC4d</p>	

*Score CC	Meaning
0	no contribution
1	very poor
2	poor
3	adequate
4	good
5	very good

13.2. Classification of each selection criteria

Accepted applications will be classified according to each criteria on a scale of 0 to 5 points.

13.3. Final Classification

The Final Classification (FC) of each application is based on the scale of 0 to 5 points for rating criteria aggregation, using the following formula:

$$FR = W_1 * (25% * CC_{1a} + 25% * CC_{1b} + 50% * CC_{1c}) + W_2 * (20% * CC_{2a} + 20% * CC_{2b} + 20% * CC_{2c} + 20% * CC_{2d} + 20% * CC_{2e}) + W_3 * (35% * CC_{3a} + 35% * CC_{3b} + 30% * CC_{3c}) + W_4 * (25% * CC_{4a} + 25% * CC_{4b} + 25% * CC_{4c} + 25% * CC_{4d})$$

Where:

- $W_1... W_4$ = Weighting Criteria

- $CC_{1a}... CC_{4d}$ = Criteria Classification

(The classification will be established to 2 decimal places without rounding)

The application to be submitted under this call may be subject of an approval only if its final classification is **higher or equal than 2,5 points**, resulting from the application of the selection criteria and methodology presented.

The application who obtains a final score **lower than 2,5 points** will be excluded for the purpose of granting financial support.

Funding of applications also depends on the total available amount previously established in the paragraph 4. of this call.

Applications that meet a final score **higher or equal than 2,5 points** are ranked in descending order according to the scores from the assessment of selection criteria within the financial allocation available.

14. NOTICE OF DECISION TO BENEFICIARY:

The communication on the final decision of the applications will be made to the beneficiary within 45 working days after the deadline for submission of applications specified in paragraph 7. of this Call.

The Programme Operator shall notify applicants regarding the results of the selection process within 10 working days and publicize the results on websites where the advertisement was released.

15. PAYMENT FLOWS:

Following the granting of financial support, and after signing the Project Contract by both parties, the Programme Operator may make payments to beneficiaries in the following ways:

- **Advance payment:** Each promoter of the project, after the signing of the project contract, may receive an advance payment to cover the period until the next interim payment that in normal circumstances should not exceed 10% of the total grant amount, depending on the liquidity needs. Exceptionally, and in duly justified cases, this percentage can be increased up to 25%. The project promoter must provide an indicative estimate of expenditure to be carried out to prove the amount of the Fund requested. An advance payment is disbursed within 20 working days after the project contract has been signed.
- **Interim Payment:** Promoters shall present interim payments quarterly. The interim payment is made by the expenditures proposed for the current reporting period, and the difference between the proposed expenditures and the amount of expenses actually incurred in the previous period. The deadlines for the submission and review of quarterly reports will be defined in the financing agreement for the project.
- **Final Payment:** The sum of the advance and interim payments cannot exceed 90% of the total project grant at any time during project. The payment of the final balance will be disbursed within 30 calendar days after the approval of the final report.

16. CONTACTS:

E-mail contact for information and submission of application:
eeagrants@dgpm.mam.gov.pt

Address:

Direção-Geral de Política do Mar - Ministério da Agricultura e do Mar
Av. De Brasília, nº 6 – 1495-006 ALGÉS - PORTUGAL
Phone number:(+351) 218 291 000