

"Environment, Climate Change and Low Carbon Economy" Programme

CALL FOR TENDERS

Small Grants Scheme #2 – Projects for the development of standards in the Construction Sector that promote the Circular Economy

Within the scope of the EEA Grants 2014-2021, Iceland, Liechtenstein and Norway, in the capacity of Donors, have financed initiatives and projects in 15 European Union Member States with the aim of reducing social and economic disparities and strengthening bilateral relations with beneficiary states.

The Secretary General of the Environment and Energy Transition (SGMATE) was designated Operator of the Environment, Climate Change and Low Carbon Economy Programme in accordance with the Memorandum of Understanding (MoU), signed in Lisbon on 22 May 2017 with a total allocation of €28,235,294 (€ 24,000,000 EEA Grants + €4,235,294 from SGMATE).

Through this Programme, innovative and structuring projects in the areas of Environment, Climate Change and Low Carbon Economy shall be financed, with the aim of promoting the good environmental state of the eco-systems and reducing the adverse effects of pollution and other human activities, being the transition toward a circular economy one of the main concerns expressed in the MoU. Specifically the construction sector is one of the sectors to be favoured in this program, in line with the Plan of Action for the Circular Economy (PAEC). The PAEC identifies priority sector areas, taking into account either the intensity the resource use, as is the case in the construction sector, or the export oriented sectors (tourism, textile, footwear), or even the weight of the sectors in terms of impact on the consumer (public purchases, retail and distribution).

Secretary General of the Environment and Energy Transition Construction is a key sector in terms of the transition toward a Circular Economy and toward reduction of CO₂ emissions associated with the whole production chain. It holds an important place in the economy of the European Union. It generates almost 10% of GDP and is responsible for 20 million jobs, namely at micro, small and medium companies. The construction and demolition waste (CDW), accounts for the largest amount of waste in the EU, representing approximately one-third of the total amount of waste produced.

In this context, the European Commission, through its Plan of Action for the Circular Economy, concentrated its efforts on adopting the protocol and guidelines applicable to construction and demolition waste, with the aim of strengthening the trust of the sector on both the waste management the process and the quality of the recycled materials. In addition, the companies have agreed to improve the performance of the buildings in terms of use of resources and are testing *LEVEL(S)*,¹ the

¹ <http://ec.europa.eu/environment/eussd/buildings.htm>

first set of indicators to the assessment of the sustainability of the sector in over 130 projects throughout all Europe.

In Portugal, according to data from 21 December 2018 from the National Statistics Institute, Domestic Consumption of Materials ² “increased 6.2% in 2017, significantly above the GDP growth rate in terms of volume (2.8%). This evolution translated into a decrease in the productivity associated with use of materials (-3,2%). Naturally, this result partially reflects the change in the components of GDP, namely due to the greater contribution of construction. In 2017, the domestic consumption of materials per capita was 15.9 tonnes in Portugal, having deviated from the European average (13.6 tonnes) and having dropped one position in the EU28 ranking (went from the 13th country with the lowest consumption in 2016 to the 14th in 2017). It is estimated that in 2016 the material footprint was 15.3 tonnes per capita, 7.7% above that of the EU 28.”

Despite clear efforts to improve the recycling of CDW, it is a fact that that such an approach is still limited to larger companies, and does not include the vast majority of the sector’s corporate fabric. The sector consumes 40% of the resources with one of the lowest material efficiency. Therefore, it is particularly important to guarantee better management of materials recovered while preserving their maximum value and utility, as well as guaranteeing adequate management of the waste and recycled materials of the CDW, with obvious benefits for the sustainability and quality of life of citizens.

The projects selected within the scope of this call will contribute to achieving the Programme’s Outcome 1: “Increased application of circular economy principles in targeted sectors “and Output 1.5 Standards, guidance and declarations developed of the Programme in accordance with the Annex I of the Programme Agreement signed on 27 May 2019.

PA Number	Expected programme results	Indicator	Unit of measurement	Source of Verification	Frequency of reporting	Baseline value	Baseline year	Target value
PA11 Outcome 1	Increased application of circular economy principles in targeted sectors	Construction and demolition waste avoided by the supported sectors	Percentage	APA data	Annually (APR)	48.6%	2017	70.0%
		Number of jobs created (disaggregated by gender, age)	Number	Payroll records, employment agreements	Annually (APR)	0	N/A	25
		Tons of plastic recycled through all supported schemes/measures	Number	Project promoter’s records	Annually (APR)	0	N/A	20000
		Use of secondary materials increased in the supported sectors	Percentage	Project promoter’s records	Annually (APR)	0.0%	N/A	15.0%
Output 1.5	Standards, guidance and declarations developed	Number of business developing product declarations	Number	Project promoter’s records,	Semi-annually	0	N/A	10

² https://ine.pt/xportal/xmain?xpid=INE&xpgid=ine_destaquas&DESTAQUESdest_boui=314608029&DESTAQUESmodo=2

PA Number	Expected programme results	Indicator	Unit of measurement	Source of Verification	Frequency of reporting	Baseline value	Baseline year	Target value
		Number of standards best practices developed	Number	Project promoter's records	Semi-annually	0	N/A	5

This Call for Tenders sets out the specifications applicable to the submission of applications. The electronic application form and its annexes are available at <https://www.eeagrants.gov.pt/en/programmes/environment>.

PROGRAMME OPERATOR: Secretary General of the Environment and Energy Transition (SGMATE)

PROGRAMME PARTNER: Innovation Norway (IN)

1. PRIORITY AREAS:

Under this call, the applicant shall not submit more than one application. This limitation does not apply to project partners.

Development of standards for the construction sector that promote the circularity of materials and processes.

Namely:

- issuance of material passports,
- material efficiency labelling,
- environmental declarations of products or materials already developed with a view to increasing market demand,
- platforms for calculating the economic and environmental benefits associated with the process of selective deconstruction and re-use

and

- development of guides, methodologies, best practices and standards from the perspective of the Circular Economy and the life-cycle approach in the construction sector including CDW.

2. PERIOD FOR SUBMISSION OF APPLICATIONS:

(in accordance with Article 7.3, paragraph 2.b of the "Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021")

Applications must be submitted using the electronic application form and the annexes available on the EEA Grants website <https://www.eeagrants.gov.pt/en/programmes/environment> between 18.07.2019 until 12:00:00 (GMT) of 31.10.2019.

3. TOTAL AMOUNT AVAILABLE: €1,000,000

The amount available shall be allocated to the following types of projects:

- Development of methodologies and programmes to account for materials in buildings, with a view to ensuring their re-use/recycling (e.g. building passports)
- Development of efficient labelling systems for construction components (material and water efficiency)
- Development of environmental statements for existing products or materials, with a view to the improvement of their competitive profile in the market
- Development of guides, methodologies, best practices and standards from the perspective of the Circular Economy and the life-cycle approach in the construction sector including Construction and Demolition Waste (CDW).

Minimum amount of financing for each project: €20,000

Maximum amount of financing for each project: €50,000

4. DURATION OF PROJECTS: 12 months. Final date of eligibility is 30 April 2024.

5. TERRITORIAL SCOPE:

The Programme shall finance projects in mainland Portugal and in the Autonomous Regions of the Azores and Madeira, without prejudice to the activities that are developed in the Donor States (Iceland, Liechtenstein and Norway) under partnerships established in the selected projects.

6. PROJECT GRANT RATE:

The eligible costs of the selected project shall be financed up until a maximum of 85%, except when the entities that promote the project are non-governmental organizations, henceforth referred as NGOs, or social partners in accordance with article 1.6 (n) and (y) of “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”, in which case eligible costs shall be financed up until a maximum rate of 90%.

The project rate shall in all cases be set at a level that complies with state Aid rules in force and takes into account any and all other forms of public support granted to projects. Any remaining costs of the project shall be provided or obtained by the project promoter.

7. ENTITIES ELIGIBLE AS PROMOTERS:

In accordance with Article 7.2.1 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”, public or private entities, whether commercial or non-commercial, and NGOs that have been legally established in Portugal are considered eligible.

Article 7.2.3 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021” is not applicable to this call.

8. PROJECT PARTNERS:

According to Article 7.2.2 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”, a project partner is considered to be any public or private, commercial or non-commercial entity, as well as non-governmental organisations legally established as legal persons in the Donor States, in the beneficiary countries or in a country outside the European Economic Area, provided that it has a common border with the Beneficiary State, or any international organisation actively involved in the implementation of the proposed project.

9. ELIGIBILITY OF EXPENDITURE:

(In accordance with Articles 8.2 and 8.3 of the of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”)

9.1 Eligible project costs

9.1.1. Eligible project costs must meet the following criteria:

- (a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- (b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- (c) they are proportionate and necessary for the implementation of the project;
- (d) they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- (e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles; and
- (f) they comply with the requirements of applicable tax and social legislation.

9.1.2. Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partner.

9.1.3. Where new or second hand equipment is purchased, only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure.

9.1.4. The Project Promoter’s internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

9.2 Eligible direct expenditure in a project:

9.2.1. The eligible direct expenditures for a project are those expenditures which are identified by the Project Promoter and/or the project partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly. The following direct expenditures are eligible provided that they satisfy the criteria set out in 9.1.1.:

(a) the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;

(b) travel and subsistence allowances for staff taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, on the basis of defined rules approved by the Programme Operator;

(c) cost of new or second hand equipment. In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may, by way of exception from the rule contained in 9.1.3., be eligible;

(d) costs of consumables and supplies, provided that they are identifiable and assigned to the project;

(e) costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement and "Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021" on the implementation of the European Economic Area Financial Mechanism 2014-2021

(f) costs arising directly from requirements imposed by the project contract for each project.

9.2.2. Where the entire purchase price of equipment is eligible in accordance with point (c) of paragraph 9.2.1., the Programme Operator shall ensure that the Project Promoter:

(a) keeps the equipment in its ownership for a period of at least five years following the completion of the project and continues to use that equipment for the benefit of the overall objectives of the project for the same period;

(b) keeps the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and

(c) sets aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project.

9.3 Indirect eligible costs in projects (overheads: indirect costs shall be eligible in accordance with Article 8.5 of the "Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021".

9.4 Non-eligible costs: the costs mentioned in Article 8.7 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021” are not eligible.

10. SUBMISSION OF THE APPLICATION:

10.1 Applications must be submitted using the electronic application form and the annexes available on the EEA Grants website <https://www.eegrants.gov.pt/en/programmes/environment> between 18.07.2019 until 12:00:00 (GMT) of 31.10.2019.

10.2 It shall be noted that one of the annexes required when filling the application form is the Term of responsibility duly signed, using digital signature, and initialled by the person who has powers to legally bind the company.

Exceptionally, in case the applicant entity is not capable of using digital signature shall instead send one copy of the electronic application form (in Portuguese or in English) and the original copy of the Term of responsibility duly signed and initialled by the person who has powers to legally bind the company, to the Programme Operator via registered mail with acknowledgement of receipt, no later than 10 consecutive days after the closing date of this call, post stamp date.

Address: Secretary General of the Environment and Energy Transition (SGMATE) – EEA Grants 2014-2021, Rua de "O Século" n.º 63, Piso 3, 1200-433 Lisbon, PORTUGAL.

10.3 Only fully completed applications including the Term of Responsibility shall be considered for assessment and selection purposes.

10.4 The applicant entities are responsible for the veracity and authenticity of all documents that are submitted and they are expressly informed that they may be obliged to submit the original documents to the Programme Operator during any phase of the application process.

11. PROJECT SELECTION:

The project selection procedures follow Chapter 7 of the ‘*Regulation on the implementation of the European Economic Area Financial Mechanism 2014-2021*’ and the ‘*Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme*’.

11.1 Administrative and eligibility criteria: The application must be accompanied by the following documents:

- a) Declaration of the applicant's name, tax identification number, tax address, name of legal representatives and copy of articles of association;
- b) Declaration of absence of outstanding debts to the tax authorities or social security administration;
- (c) VAT status of applicant;
- d) Copy of the last Annual Report.

11.2. Applications must contain the following information:

- a. Project title;
- b. Activities, including implementation indicators (specific, measurable, achievable, realistic, relevant and time-bound);
- c. Geographical coverage and partnerships, particularly between local authorities (individually or in the form of public associations), that enhance the geographical expression of the applicant's project;
- d. Expected results and impact on the organisation, territory and/or target group, as applicable, including impact indicators (specific, measurable, achievable, realistic, relevant and time-bound) and proposed goals to be achieved;
- e. Plan guaranteeing financial sustainability of the project;
- f. Communication Plan, i.e. for dissemination and promotion activities, must use the Programme's logos, correctly identify the project's target audience and groups and use the appropriate means of communication and dissemination;
- g. Project and activities schedule;
- h. Budget (to be included in Part D of the electronic form);
- i. Summary (Part B of the electronic form);
- j. Please indicate if there were any external consultants involved in the preparation of the initiative application. If yes, who.
- k. Annexes, which must contain information ancillary to the application:
 - a) Part A – Administrative Information (include CVs of project team members);
 - b) Part B – Project Description and Public Summary, in Portuguese and English, maximum 500 words (include Brief description of the experience of the applicant and the project team in the priority areas of this call for proposals, as well as the needs identified, including objectives and results);
 - c) Part C – Detailed Technical Description;
 - d) Part D – Financial Information (including the detailed version of the Budget, by year, and a statement attesting to the fact that the amounts stated are those that are normally practiced by the entity, e.g., salaries that correspond to the average remuneration of the Promoters; statement pertaining to the partnership commitment between the applicant entity and the respective partner entities, and the Term of Responsibility).

11.3 The Programme Operator will review the applications to verify their compliance with the administrative and eligibility criteria. Applicants whose applications are rejected at this stage may submit a complaint in accordance with Articles 121 and 122 of the Portuguese Administrative Code of Procedure.

12. SELECTION CRITERIA:

Applications will be evaluated according to the following criteria, which are assigned a score of 0 points (min.) to 100 points (max.). The overall score for each application is obtained by the following formula:

$$\text{Overall Score (OS)} = [(A \times 0.15) + (B \times 0.05) + (C \times 0.25) + (D \times 0.10) + (E \times 0.10) + (F \times 0.35)] = 100$$

where: A – Technical knowledge of the project team; B – Inclusion of partners from Donor State(s); C – Overall quality of the application submitted; D – System of indicators to be implemented and goals to be achieved; E – Financial sustainability of the project and F – Specific criteria.

Only applications whose A, C, D, E and F values receive a minimum of 50 points will be eligible for funding. The Overall Score (OS) must be equal to or greater than 50 points.

12.1 The **selection criteria** and their **weighting** shall be as follows:

Selection Criteria	Weighting	Score
A – Technical knowledge of the project team: applicant and partners involved <ul style="list-style-type: none"> Applications submitted by entities of the national scientific and technological system will be valued Partnerships with start-ups and small and medium enterprises, as well as architectural, engineering and civil construction firms, will be valued 	15	0-100
B – Inclusion of partners from Donor State(s)	5	0-100
C – Overall quality of the application submitted: <ul style="list-style-type: none"> Activities (5 points) Budget (5 points) Communication Plan (10 points) and Proposed timetable (5 points) 	25	0-100
D – System of indicators to be implemented and goals to be achieved, including the estimated number of jobs created (if applicable) and a balanced representation of women and men on the project team (2 points)	10	0-100
E – Financial sustainability of the project	10	0-100
F – Specific criteria*	35	0-100
TOTAL	100	

For Criteria E and F, the respective score will be as follows:

E – Financial sustainability of the project: this criterion is intended to assess whether the capacity for the proper execution of the project is demonstrated

$$E = [(E1 \times 0.5) + (E2 \times 0.5)]$$

This criterion is assessed on the basis of the following sub-criteria:

E1. Capacity to support the funding of the Project;

E2. Financial indicators.

Where:

E1. Capacity to support the funding of the Project

Description	Score
Does not demonstrate the capacity to fund the component not subject to co-financing (cannot be assessed due to incomplete information or unverifiable information)	0
Lack of external funding for the promoter	50
Funding already guaranteed (proof)	80
Own funds (proof)	100

E2. Financial indicators

Description	Score
Does not present a provisional statement of revenue and expenditure	0
Presents provisional statement of revenue and expenditure	100

F – Specific criteria:

Specific selection criteria	Score
F.1 Contribution to the circular economy, in particular the development of standards for the construction sector that promote the circularity of materials and processes (if applicable, a), b) and c) below)	15
a) issuance of material passports,	5
b) material efficiency labelling,	5
c) environmental declarations of products or materials already developed with a view to increasing market demand	5
F.2 Platforms for calculating the economic and environmental benefits associated with the process of selective deconstruction and re-use	10
F.3 Project impact and scalability	5
F.4 Potential use of methodologies developed in products already on the market or with at least one TRL ³ above 6	5
TOTAL (F.1+F.2+F.3+F.4)	35

³ Technology Readiness Level – see <https://www.cloudwatchhub.eu/exploitation/brief-refresher-technology-readiness-levels-trl>

13. SELECTION PROCEDURES:

13.1. The Programme Operator shall be responsible for evaluating the project and granting funding.

13.2. The Programme Operator shall establish a Selection Committee that shall recommend the projects to be funded within the programme. The Selection Committee shall consist of at least three environment experts, two from Programme Operator and one from DPP. The FMC and the National Focal Point shall be invited to participate in the meetings of the Selection Committee as observers.

The Programme Operator shall review the applications for compliance with administrative and eligibility criteria. Applicants whose applications are rejected at this stage shall be informed and given a reasonable time to appeal that decision.

Each application that meets the administrative and eligibility criteria shall be reviewed by two experts appointed by the Programme Operator, who shall be impartial and independent of the Programme Operator and the Selection Committee.

The experts shall separately score the project according to the selection criteria published with the call for proposals. For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used.

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

The Programme Operator shall provide the Selection Committee with a list of the ranked projects. The Selection Committee shall review the ranked list of projects. It may modify the ranking of projects in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee. If such a modification results in a project's rejection, the affected applicant shall be informed in writing about the justification for the modification. The Selection Committee shall submit the list of recommended projects to the Programme Operator.

The Programme Operator shall verify that the selection process has been conducted in accordance with the "Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021" and that the recommendations from the Selection Committee comply with the rules and objectives of the programme, following such verification, the Programme Operator shall, based on the decision of the selection Committee, make a decision on which projects shall be supported. If the Programme Operator modifies the decision of the Selection Committee, it shall inform the applicants affected and provide them with a justification.

The Programme Operator shall notify the applicants about the results of the selection process within a reasonable time and publicise the results.

13.3. In accordance with Article 21 of the 'Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme', notification shall be provided concerning the reasons, duly justified and substantiated, for rejection of applications based on the verification of the formal admissibility and eligibility requirements. The decision may be appealed within 10 working days.

13.4. Each application that meets the administrative and eligibility criteria will subsequently be reviewed by two experts appointed by the Programme Operator in accordance with Article 22 of the 'Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme'.

13.5. The experts will score the application separately according to the published selection criteria. For the purposes of ranking projects, the average of the scores awarded by the experts will be used. If the difference between the scores is more than 30% of the highest score, a third expert will be appointed by the Programme Operator. In these cases, the final ranking will consist on the average of the three scores.

13.6. In accordance with Article 23 of the 'Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme', after the technical assessment of the accepted applications, the Programme Operator will provide the Selection Committee with a list of projects classified for review. In duly justified cases, the Selection Committee may decide to change the ranking of projects and the ordering of applications. The justification for the changes will be detailed in the Selection Committee meeting minutes. If the change results in the rejection of a project, the applicant will be informed in writing. The Selection Committee will submit the list of projects recommended for funding to the Programme Operator.

13.7. The Programme Operator shall verify that the selection process has been conducted in accordance with the "Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021" and that the Selection Committee's recommendations are in accordance with the rules and objectives of the Programme. After such verification, the Programme Operator shall decide, on the basis of the decision of the Selection Committee, which projects will be selected. If the Programme Operator modifies the Selection Committee's decision, the affected applicants will be informed.

14. COMMUNICATION OF RESULTS:

14.1. Within 90 days, the results of the selection process will be communicated individually to each applicant by the Programme Operator and the final list of selected projects will be disclosed.

14.2. If the project is approved, a draft contract shall be sent to the promoter, specifying all the terms and conditions of the approved funding.

14.3. The draft contract must be returned to the Programme Operator, duly signed and initialled by the applicant's legal representatives, within a maximum period of 20 working days, counted from the date of its receipt, under penalty of revocation of the approval decision.

14.4. All rejected applications will be notified to respond within a maximum of 10 days in accordance with the Portuguese Administrative Code of Procedure.

14.5. Projects must start no later than 30 working days after the date of signature of the project contract.

14.6. Upon receipt of all signed contracts, the Programme Operator will prepare the final list of selected projects and promoters and publish it on the EEA Grants website (<https://www.eeagrants.gov.pt/en/programmes/environment>).

15. PAYMENT METHODS

15.1. The Programme Operator shall be responsible for processing payments to projects in a timely manner. Interim and final payments will be made after the approval of the respective project reports.

15.2. Payments to the promoter shall take the form of advance payments, interim payments and final payment. The level of advance payment shall be set out in the project contract. The maximum level of payment shall be as follows:

first advance payment, up to 25%,

interim payments, 65% and

final payment 10%.

The first advance instalment shall be paid following the signature of the project contract. Subsequent payments shall be paid after the approval of the interim report. The final payment will be paid after the approval of the final report.

Upon approval of the final project report a balance payment, if applicable, shall be made within 1 month.

The approval of project interim and final reports take place 2 months from the submission of the required information.

15.3 Structure of the Final Report

The Final Project Report must contain:

- i. Detailed description, namely: summary of the activities carried out; information regarding the involvement of partners, in particular with regard to partners from Donor Countries; information regarding the participants in the Project;
- ii. Results achieved, namely: evaluation of the Project's results (at each reporting date);
- iii. Description of costs and financial impact assessment;
- iv. Description of the Project's contribution to achieving the overall objectives of EEA Grants and the 'Environment Programme'.

15.4 The frequency and deadline of all reports (interim and final) to be submitted will be half-yearly, and both must be sent within 30 (calendar) days after the respective reference period.

16. ADDITIONAL INFORMATION:

Prior to submitting applications, applicants are encouraged to consult the EEA Grants website (<https://www.eegrants.gov.pt/en/programmes/environment>) for information on the Environment, Climate Change and Low Carbon Economy Programme, particularly the following documents:

- Electronic Application Form, Annexes and Promoter's Manual;

- 'Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021';

- 'Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021';

- 'Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme'.

- Information contacts:

e-mail address: ambiente.eegrants@sg.mate.gov.pt

Telephone: (+351) 213 231 644 (José Manuel Pinto) – Available from Monday to Friday, from 10:00 to 12:00 and 14:30 to 16:30.

- Any changes made to the contents of this call shall be announced on the website of the Programme Operator (<https://www.eegrants.gov.pt/en/programmes/environment/calls/>)

- A section of Frequently Asked Questions (FAQ) will be published on the Website of the Program Operator (<https://www.eegrants.gov.pt/en/programmes/environment/calls/>) and frequently updated based on the queries from the potential applicants and partners.

- Any information regarding this call will be published in the EEA Grants Website within its specific area (<https://www.eegrants.gov.pt/en/programmes/environment/calls/>)

- All questions shall be answered by email in a timeframe of 3 working days.

17. DATA PROTECTION

All personal data will be processed in accordance with the General Data Protection Regulation (GDPR) of 25 May 2018 and the Data Protection Act (LPD) – Law 67/98 of 26 October 1998.