



COASTAL ECONOMIC DEVELOPMENT IN KENYA (PARTNERSHIP BETWEEN THE EU AND THE GOVERNMENT OF KENYA TO ADVANCE THE BLUE ECONOMY AGENDA THROUGH COASTAL DEVELOPMENT – "GO BLUE")

OUTPUT 1| TOURISM AND CULTURAL HERITAGE COMPONENT

EDF2020/420-436

CALL FOR PROPOSALS

for awarding small grants to innovative socio-economic development projects and businesses in Tourism and Cultural Heritage cross-sector, generating new employment and new value dynamics in Kilifi, Kwale, Lamu, Mombasa, Taita-Taveta and Tana-River (JKP - Jumuiya ya Kaunti za Pwani)

LOT 1 – Applications from civil society organizations to manage micro-grants for cultural tourism business development by individual entrepreneurs or community-based organizations

LOT 2 – Applications from public and private sector organizations to small grants for development and enhancement of tourism and cultural heritage



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Action - GO BLUE: Output 1 | Tourism and Cultural Heritage Component

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Action delegated to Camões, I.P.

Delegation agreement: EDF2020/420-436

Contracting Authority of this call:

Camões – Instituto da Cooperação e da Língua, I.P.

Launch of the call for proposal approved by order of the President of the Board of Directors of Camões, IP on 15th of October 2021



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SUMMARY OF APPLICATION CONDITIONS

OBJECTIVE

The purpose of this call is to foster socio-economic development by assigning small grants to individual entrepreneurs, community-based organisations, public and private sector organisations to develop non-profit and profit-oriented projects and businesses targeting employment and innovation on Tourism and Cultural Heritage sectors in the Kenya's coastal counties: Kilifi, Kwale, Lamu, Mombasa, Taita-Taveta, Tana-River (JKP - Jumuiya ya Kaunti za Pwani).

More specifically, this call for proposals aims to support the development of innovative and/ or social business models including refurbishing, communication and branding of existing offer in Tourism and Cultural Heritage sectors. Cultural Heritage preservation, domestic tourism interventions as well as marketing and promotion with a view to reach international tourist sector operators and advisories (namely European and cruise tours), looking to change perceptions over the region's security and facilities, are some examples of interventions eligible under this call for proposals.

ELIGIBILITY CRITERIA FOR APPLICANTS

Applicants for grants in this call for proposals may be:

i) legal persons governed by public or private law, for profit or not, provided that ii) incorporated or registered in Kenya and iii) with their main business activity in the Tourism and/or Cultural Heritage sector.

Legal persons governed by public or private law incorporated or registered in other countries or territories may also apply to this call for proposals, namely the Member States of the European Union, subscribing States of the ACP-EU Agreement, provided that they are in partnership, association or consortium with at least one partner with implementation responsibilities that fulfils the above conditions.

TIMELINE

Starting date	Closing date
10/11/2021	04/02/2022 14h00 Nairobi time



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AMOUNTS

The global amount available for grants is EUR 520 000.00, distributed over the following 2 lots:

Lots	Minimum application amount	Maximum application amount	Overall budget for the call	Number of projects to be funded	Co-funding required
LOT 1	EUR 50 000.00	EUR 50 000.00	EUR 300 000.00	6 (1 per county)	Not Applicable
LOT 2	EUR 5 000.00	EUR 20 000.00	EUR 220 000.00	7 to 20	7 %

EVALUATION

This is a one-stage call for proposals, which means that applicants need to submit a full proposal according to the application forms and timeline to be eligible for evaluation.

The full description of the call for proposals evaluation model is available in section IV – Evaluation.

This summary is only intended to provide a first reading of the call for proposals, it has no legal value and cannot replace the full reading of the application conditions herein.



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I – Introduction

The **Action - GO BLUE: Output 1 | Tourism and Cultural Heritage Component** is a project funded by the European Union under its partnership with the Government of Kenya to Advance the Blue Economy Agenda Through Coastal Development – “Go Blue”, co-funded and managed by Camões, IP.

The Action’s **overall objective** is to contribute to Kenya’s Jumuiya ya Kaunti za Pwani (JKP, Kenya’s coastal counties economic bloc – Mombasa, Kwale, Kilifi, Tana River, Lamu & Taita Taveta) development in inclusive, integrated, participatory and sustainable manner, specifically through strengthened inclusive and sustainable blue economy value chains in Tourism and Cultural Heritage.

The Action’s **specific objective** is thus to contribute to advance inclusive employment in Tourism and Cultural Heritage cross-sector in JKP under its Jumuiya 2030 blue economy strategy.

The Action is oriented by national and sectoral policies and strategies, all of which must be acknowledged and abided by applicants when submitting proposals, namely:

- The *Nairobi Statement of Intent on Advancing the Global Sustainable Blue Economy*, following the Sustainable Blue Economy Conference, Nairobi 2018;¹
- The *Kenya Vision 2030* and its Medium-Term Plan III (2018-22) laying out a strategy to foster economic growth in seven sectors, among which tourism;²
- The “Jumuiya ya Kaunti za Pwani” (JKP) *Blue Economy Sector Strategy – Jumuiya 2030*, under which the tourism sector takes central role, linked to cultural heritage and employment promotion;³
- The *National Tourism Blueprint (NTB) 2030* as an overarching strategy document, ranking Culture & Heritage in the coast as a policy priority as well as preservation, interpretation and refreshing or refurbishment of existing cultural and heritage products – namely, it reckons culture/ heritage is not simply an experience product but rather “underpins all core experiences, making them unique (...) i.e., a sense of being or ambiance (it is not the experience bought but rather forms part or underpins all the other (...)) and it provides for enhanced authenticity”;⁴
- The *2011 Tourism Act* and the *2014 Guidelines for Development of Tourism Area Plans*, providing principles for planning local tourism development, such as environmental sustainability, inclusive governance through public participation, decentralized subsidiary management at county level, or “equitable benefits to the host communities, visitors and investors”;⁵
- The *National Museums of Kenya Strategic Plan 2009-14*, highlighting the importance of research, preservation, sound management of cultural heritage and input from communities;⁶

¹ *Nairobi Statement of Intent on Advancing the Global Sustainable Blue Economy*, Sustainable Blue Economy Conference 2018

² <http://vision2030.go.ke/>

³ *Blue Economy Sector Strategy – Jumuiya 2030*, Zero draft (Ver. 11/06/2019)

⁴ Kenya National Tourism Blueprint 2030, Ministry of Tourism & Wildlife, 2017

⁵ Guidelines for Development of Tourism Area Plans, Tourism Regulatory Authority, 2014

⁶ National Museums of Kenya Strategic Plan 2009-14, National Museums of Kenya 2009



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- The *Protection of Traditional Knowledge and Cultural Expressions Act*, providing protection for traditional knowledge and cultural features against economic exploitation by third parties, through a mechanism that enables registration of property rights by the communities of origin – this Act must be respected on development and branding of cultural heritage products by tourism businesses;
- The *New European Consensus on Development*, which acknowledges culture as “both an enabler and an important component of development and may facilitate social inclusion, freedom of expression, identity building, civil empowerment and conflict prevention while strengthening economic growth (...) guided by the universality, indivisibility, interrelatedness and interdependence of all human rights”;⁷
- The *EU Jobs and Growth Compact for Kenya* and the *Africa-Europe Alliance on Sustainable Investment and Jobs*, namely, as highlighted by the *European Commission Joint Communication to the European Parliament and the Council “Towards a comprehensive Strategy with Africa”*, to “stepping up cooperation in the cultural sector (...) for job creation and closer people-to-people contacts”;⁸
- The *Convention on the Elimination of All Forms of Discrimination against Women*, namely promoting equal economic independence for women and men and gender balance in decision-making;⁹

Seeking to contribute to these policies and strategies, the Action shall award small grants for socio-economic development projects targeting job creation in Tourism and Cultural Heritage.

Therefore, the call for proposals is comprised of:

LOT 1 – Applications from civil society organizations to manage micro-grants targeting cultural tourism business development by individual entrepreneurs or community-based organizations

LOT 2 – Applications from public and private sector organizations to small grants for development and enhancement of tourism and cultural heritage

⁷ Council Conclusions 9459/17.

⁸ JOIN(2020) 4 final

⁹ Ares(2020)1416496 - 06/03/2020



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II – The scope

1. Impact, Outcome and Output

The call for proposals aims to attain the following chain of results:

Impact (overall objective): Contribute to strengthened inclusive and sustainable blue economy value chains in Kenya’s JKP counties: Kilifi, Kwale, Lamu, Mombasa, Taita Taveta, Tana River.

Outcome (specific objective): Contribute to advance inclusive employment in Tourism and Cultural Heritage cross-sector in JKP Counties under its Jumuiya 2030 blue economy strategy.

Output 2: Innovative small projects and businesses in Tourism and Cultural Heritage generate new employment and new dynamics in value chains cross-sector.

The specific objectives per lot are the following:

LOT 1 – APPLICATIONS FROM CIVIL SOCIETY ORGANIZATIONS TO MANAGE MICRO-GRANTS TARGETING CULTURAL TOURISM BUSINESS DEVELOPMENT BY INDIVIDUAL ENTREPRENEURS OR COMMUNITY-BASED ORGANIZATIONS

Sector:	Tourism and Cultural Heritage
Geographical scope:	Coherent with the land-sea planning and management priority sites decided under component 2 of Go Blue.
Minimum and maximum grant thresholds:	EUR 50 000.00
Minimum and maximum duration of projects:	From 15 to 26 months
Closing period (final report + balance)	2 months

Objectives: support civil society organizations to manage micro-grants cultural targeting tourism business development projects capable of sustainable job creation in communities, micro-grants to be awarded to individual entrepreneurs or community-based organizations.

Proposals which can contribute to creating a significant number of jobs and, additionally, which positively discriminate women, young people and other vulnerable or disadvantaged groups will be evaluated.



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LOT 2 – APPLICATIONS FROM PUBLIC AND PRIVATE SECTOR ORGANIZATIONS TO SMALL GRANTS FOR DEVELOPMENT AND ENHANCEMENT OF TOURISM AND CULTURAL HERITAGE

Sector:	Tourism and Cultural Heritage
Geographical scope:	Coherent with the land-sea planning and management priority sites decided under component 2 of Go Blue.
Maximum grant threshold:	EUR 5 000.00 to EUR 20 000.00 (EUR 30 000.00 for projects implemented in Tana River county with the purpose of boosting investment in this county, contributing to improve its economic and social development indicators)
Minimum and maximum duration of projects:	From 15 to 26 months
Closing period (final report + balance)	2 months

Objectives: support public and private sector organizations with small grants for development and enhancement of tourism and cultural heritage, capable of sustainable job creation

Proposals which can contribute to creating a significant number of jobs and, additionally, which positively discriminate women, young people and other vulnerable or disadvantaged groups will be evaluated.

2. Cross-Cutting Objectives

Applicants are further encouraged to consider and integrate the following cross-cutting objectives into their proposals, which will be evaluation factors for grant award.

- i) gender parity in additional employment creation;
- ii) communities' participation and sharing of revenues/ benefits;
- iii) land-sea planning and management measures;
- iv) reversing environmental degradation;
- v) use of CIT in business plans;
- vi) international partnerships and strategy for internationalisation and/or for promoting domestic tourism;
- vii) job opportunities for youth.

The inclusion of the cross-cutting objectives mentioned above and the description of specific actions to achieve will add value to the proposals submitted by the applicants.





3. Key concepts to consider

Tourism¹⁰ – is defined as the activities of persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited.

Cultural Heritage¹¹– is defined as an expression of the ways of living developed by a community and passed on from generation to generation, including customs, practices, places, objects, artistic expressions and values. Cultural Heritage is often expressed as either Intangible or Tangible Cultural Heritage.

The term¹² encompasses several main categories of heritage:

- Cultural heritage
 - Tangible cultural heritage:
 - movable cultural heritage (paintings, sculptures, coins, manuscripts)
 - immovable cultural heritage (monuments, archaeological sites, and so on)
 - underwater cultural heritage (shipwrecks, underwater ruins and cities)
 - Intangible cultural heritage: oral traditions, performing arts, rituals
- Natural heritage: natural sites with cultural aspects such as cultural landscapes, physical, biological or geological formations
- Heritage in the event of armed conflict

Blue Economy¹³ - A sustainable Blue Economy enables society to obtain value from the oceans and coastal regions, whilst respecting their long-term ability to regenerate and endure such activities through the implementation of sustainable practices. This implies that human activities must be managed in a way that guarantees the health of the oceans and safeguards economic productivity, so that the potential they offer can be realised and sustained over time.

Inter-sectoral economic value – Intersections between economic sectors that enable the creation of new products and services with market value. Creativity and culture can intersect with a wide range of different economic activities, merged in a universe that includes the State, academic institutions, companies, small tourism and/or cultural agents, civil society organizations, artists, etc. The interaction between these groups generates outputs (works, goods, services, intellectual property rights, ideas, designs, models, among others) which also take, in many cases, the form of inputs to the productive processes of other sectors, such as fishing, agriculture, environment, education, etc.

¹⁰ Organization for Economic Co-operation and Development (OECD)

¹¹ International Council on Monuments and Sites (ICOMOS)

¹² United Nations Educational, Scientific and Cultural Organization (UNESCO)

¹³ <https://op.europa.eu/en/publication-detail/-/publication/0b0c5bfd-c737-11eb-a925-01aa75ed71a1>





Additional and sustained employment – For the purpose of this call for proposals, the term refers to the creation of new formalised jobs or the transition from casual/informal employment to formal employment, including social protection.

Business Plan – Tool for planning the allocation of the different types of resources mobilized by a project (human, technical and financial), focused on the purpose of the project, designed to demonstrate and manage an adequate balance of revenues and expenses to achieve the project's expected results and maintain them over time.

4. Eligible Projects

Project applications that are in accordance with the objectives defined in this call for proposals are eligible. Without excluding other possibilities, such applications may include:

- a) Development of the Tourism and/or Cultural Heritage sectors in association with other sectors of activity, such as environment, fisheries, agriculture, education, social action, if this articulation is capable of creating inter-sectorial economic value;
- b) Reinforcement of creative, technical and/or management capacities in civil society organizations operating in the areas of Tourism and/or Cultural Heritage, including the development of business plans and internationalization strategies;
- c) Development of projects (for example, business incubators) that intend to allocate funding to other projects and actions of third parties, in a competitive manner, in the areas of Tourism and/or Cultural Heritage through the attribution of sub-grants (also known as cascade grants);
- d) Entrepreneurship initiatives that contribute to increased competitiveness in the areas of Tourism and/or Cultural Heritage, which use cultural heritage, creativity and intellectual property to produce goods and services with cultural, social and economic significance;
- e) Technology for the Tourism and/or Cultural Heritage sectors, including the development and use of digital platforms for wide dissemination and marketing of products and/or services;
- f) Promotion of access to Tourism and/or Cultural Heritage to new internal and external markets, including communication, advertising and marketing campaigns;
- g) Development of institutional capacities and public and participatory governance of the Tourism and/or Cultural Heritage sectors;
- h) Creation and/or expansion of festivals and international professional fairs in the sectors of Tourism and/or Cultural Heritage;
- i) Formal education and professional training projects in the Tourism and/or Cultural Heritage sectors.

5. Sub grants: non-refundable financial support to third parties

In the proposals submitted **under Lot 1**, applicants may propose financial support to third parties, with a view to achieving the goals of developing projects that create durable jobs and sustainable income in communities, with an impact on Tourism and/or Cultural Heritage.





The maximum amount allowed per project to support third parties is EUR 3 000.00 and each third party cannot receive more than EUR 6 000.00. These financings are in the form of donation and cannot be used to grant credit or drive profit in any way.

Sub-grants can be awarded to people who are also eligible for this call for proposals and to carry out projects in the same concentration sectors – Tourism and/or Cultural Heritage in the Coastal counties economic bloc: Kilifi, Kwale, Lamu, Mombasa, Taita-Taveta, Tana-River (JKP - Jumuiya ya Kaunti za Pwani).

Sub-funded projects and actions cannot have an execution period that goes beyond the execution period of the grant contract awarded under this call for proposals.

When completing the grant application forms, applicants wishing to provide financial support to third parties (subventions) must define:

- i. The general objectives, the specific objective(s) and the achievements (i.e., the results) to be met with financial support;
- ii. The different types of activities eligible for financial support, based on a set list. Where specific activities are not supported this should be specified. In these cases, the grant beneficiary does not have to demonstrate that the financial support was used by the beneficiaries for a specific purpose;
- iii. The types or categories of individual or legal persons who may receive financial support, taking into account the above specifications;
- iv. The criteria for evaluating the proposals from these entities and for granting financial support. Beneficiaries can use the appropriate procedures for awarding grants and must comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination, ensure transparency with proper publication of proposal submissions and avoid conflicts of interest throughout the subventions award process;
- v. The criteria for defining the exact amount of financial support to each third party. It is especially important to ensure that the principle of non-profit is fulfilled and that financial support is based, for example, on actual costs incurred and paid;
- vi. The maximum amount that can be granted;
- vii. Model for follow-up and monitoring of funded projects;
- viii. Guidelines for communication and visibility to be carried out by third-party beneficiaries, in accordance with the ones set out in this call for proposals.

The conditions for the granting of non-reimbursable financial support to third parties, set out in paragraphs i. to viii., are mandatory and must be strictly defined in the proposal and in the grant contract in order to avoid discretionary allocation.

III – Applicants

6. Eligible Applicants

6.1. Non-profit legal persons of a private nature may be the beneficiaries of grants in Lot 1, namely:

- a) Civil society organisations (CSOs), including non-governmental organisations (NGOs), community-based organisations, indigenous peoples' representative organisations, national minorities' and/or ethnic minorities' representative organisations, diaspora organisations, organisations for





migrants in partner countries, civil rights organisations and anti-discrimination organisations, local organisations (including networks), consumer rights organisations, organisations promoting women and children, environmental protection, educational and cultural organisations, churches and associations, religious communities, philosophical organisations and non-confessional organisations.

- b) Higher educational institutions or other levels of education and training, universities and private scientific research centres;
- c) Other non-profit private sector organisations and their networks at local, national, regional and international levels.

6.2. Profit and non-profit legal persons of a private or public nature may be the beneficiaries of grants in Lot 2, provided they are in no conflict of interests with this call, namely:

- a) Private sector companies/organisations, provided that they do not directly profit from the implementation of the proposed project or action;
- b) State bodies and direct and indirect public administration services;
- c) Central, regional and local public administration bodies and services;
- d) Civil society organisations (CSOs), including non-governmental organisations (NGOs), community-based organisations, indigenous peoples' representative organisations, national minorities' and/or ethnic minorities' representative organisations, diaspora organisations, organisations for migrants in partner countries, civil rights organisations and anti-discrimination organisations, local organisations (including networks), consumer rights organisations, organisations promoting women and children, environmental protection, educational and cultural organisations, churches and associations, religious communities, philosophical organisations and non-confessional organisations.
- e) Higher educational institutions or other levels of education and training, universities and scientific research centres, whether public or private;
- f) Trade and other economic sector associations, cooperatives, employers' associations and trade unions (social partners), organisations representing economic and social interests;
- g) Other non-profit private sector organisations and their networks at local, national, regional and international levels.

6.3. Legal persons must be incorporated and/or registered in Kenya and carry out their main business activity there and also belong to one of the following countries:

- a) Kenya;
- b) Other developing countries and territories included in the list of ODA beneficiaries published by the OECD DAC, provided they are not members of the G-20 Group;
- c) Member States of the European Union and Contracting Parties to the Agreement on the European Economic Area;
- d) Other Overseas Countries and Territories (OCTs) covered by Council Decision 2001/822/EC, and in particular Article 89 thereof (countries party to the Cotonou Agreement);
- e) OECD Member States in the case of contracts that are to be performed in a less developed country.

6.4. In partnership, association or consortium applications, it is sufficient that one of the implementing partners is registered and carries out its main business activity in Kenya, provided that the remaining partners are covered by item 6.3. and are not impeded under the terms of the following item.





6.5. Potential applicants, principals or co-applicants and their affiliated entities who are on the European Union’s list of restrictive measures or who are disqualified from applying, in particular in accordance with Articles 55, 55-A and 88(8) and 460, of the Portuguese Public Procurement Code, may not participate in this call for proposals or benefit from grants.

In Annex A (“Main applicant declaration”) of the project proposal submission form, all applicants must declare that the circumstances outlined above do not apply to them or to any affiliated entities.

6.6. Until the time of signing the grant contract and whenever Camões, I.P. deems necessary, it may request the submission of documents demonstrating that the circumstances described above do not apply to the applicant, co-applicants and affiliated entities.

7. Submission of proposals in partnership

The submission of applications and proposals in partnership and/or consortium is encouraged. For proposals submitted in partnership, the main applicant is the proposal’s first signatory, but the proposal’s design and submission are the responsibility of all applicants, and if a grant is allocated, they will be the beneficiaries.

In the case of a consortium, a legal entity composed of several entities is established, forming a group of entities which together meet the criteria required to qualify for a grant. In this case, one of the entities is considered to be affiliated with a beneficiary even if the existing structural link has been established specifically for the purpose of implementing the project or action, as is the case with consortia in which a “single applicant” is created.

In cases where a consortium has been formed for proposal submission, the external consortium contract, drawn up in accordance with the national legislation under which it is established, must clearly state that the head of the consortium is the single applicant. The consortium contract must be delivered to Camões, I.P. by the grant contract’s signature date.

8. Affiliated entities

For the purpose of this call for proposals, affiliated entities are considered to be organisations which have a structural link with the applicant(s), namely its (their) subsidiaries and/or sub-subsidiaries, entities directly or indirectly controlling the applicant(s) (parent companies) and entities under the same direct or indirect control as the applicant(s) (co-subsidiaries).

Affiliated entities are neither beneficiaries nor party to the contract. They may, however, participate in the design and implementation of the project or action and the costs they incur may be considered eligible costs provided that they are in compliance with all rules already applicable to the applicant(s). Only the applicant(s) and their partners are considered as parties to the grant contract.

Affiliated entities are not considered to be those that: (i) have concluded a contract or subcontract with one of the applicants and act as a concessionaire or delegate with respect to public services for that applicant; (ii) receive financial support from the applicant; (iii) cooperate on a regular basis with the applicant under the terms of a memorandum of understanding or that share some assets; and finally, (iv) those that have entered into a consortium agreement under the grant agreement (except in cases where that consortium agreement leads to the establishment of a single applicant).





9. Rights of Applicants

Applicants in this call for proposals are right holders, namely regarding the:

9.1. Right to request clarification on call for proposal documents:

Any applicant (or potential applicant) may request clarification and additional information on the call for proposal submission documents. Requests for clarification must be submitted in writing to the e-mail address:

paula.oliveira@camoes.mne.pt.

These requests must be submitted at least 21 days prior to the proposal submission deadline. The procedure jury responds until the 11th day before the proposal submission deadline.

In compliance with the principles of transparency and equal treatment, the answers given to applicants are published on the Camões, I.P. website.

9.2. Right to prior hearing:

Applicants have the right to be heard before a final decision is made regarding their proposals and must be informed of the basis for that decision.

When exercising this right to prior hearing, applicants can speak on all matters relevant for making a decision on their proposals. To that effect, the selection panel of the grant award procedure shall notify all applicants to submit their written observations regarding the decision within a period of no less than 10 days.

When exercising the right to a prior hearing, applicants may have access to their proposal's evaluation sheet. In cases where this access is requested, the period of 10 days is suspended until the date this document is delivered to the applicant, and counting is resumed on the day immediately following the date of delivery.

The prior hearing of the applicants shall be waived, among others legally provided for, in cases where the decision is entirely favourable to the applicant, that is, in cases where the proposal is approved and the request grant is awarded.

9.3. Right to complain:

Applicants may complain about the decision on their proposals, in particular, a decision to exclude their submission based on ineligibility (any type of ineligibility) and, or the decision to not to award a grant.

The deadline for submitting complaints regarding proposal evaluation outcomes is 15 days, counted from the day following that on which the decision notification was sent.

The deadline for evaluating and making a decision regarding the complaint is 30 days, and Camões, I.P. may confirm, revoke, annul, modify or replace the decision regarding which the complaint was made, or, if applicable, perform any illegally omitted act (if the complaint relates to an omission).





Complaints to the response of Camões, I.P.'s Board of Directors. to the previous complaint are not admissible. In these cases, applicants may resort to legal proceedings.

9.4. Right of appeal:

The decisions of Camões, I.P.'s Board of Directors are subject to judicial appeal pursuant to Article 21(5) of Law No. 3/2004 of 15 January to the Administrative and Fiscal Court of Lisbon, in accordance with the laws of the administrative procedure.

IV - Duration of projects and financing conditions

10. Grant duration and amounts

Proposals submitted under this call for proposals must take into account the minimum and maximum duration allowed for the projects, as well as the minimum and maximum grant amounts to be awarded, as follows:

	LOT 1	LOT 2
MINIMUM DURATION	15 months	15 months
MAXIMUM DURATION	26 months	26 months
CLOSING PERIOD	2 months	2 months
MINIMUM AMOUNT	EUR 50 000.00	EUR 5 000.00
MAXIMUM AMOUNT	EUR 50 000.00	EUR 20 000.00*

* Tana River: EUR 30 000.00 with the purpose of boosting investment in this county, contributing to improve its economic and social development indicators.

The project begins with the signature of the grant contract and ends with the approval of the final written and financial report and payment of the balance, if applicable.

The implementation period is defined as the period between the first pre-financing payment and the execution of the final project activities, followed by the closing stage, which cannot last more than two months, for drafting the final reports and other closing activities.

In any case, all projects must be completed before 30th June 2024, unless an extension of the operational period is necessary and approved by the European Union to the Contribution Agreement signed with Camões, I.P., in which case grantees may also request extensions to Camões, I.P.





The implementation of the projects must start within 30 days of signing the contract.

Activities carried out before signing the grant contract are not considered for the purposes of cost eligibility.

11. Indicative budget allocation and form of allocation

The overall budget allocation of the call for proposals is EUR 520 000.00 (five hundred and twenty thousand euros), with the following indicative breakdown between lots:

Lot 1 – Applications for managing micro-grants targeting cultural tourism business development by individual entrepreneurs or community-based organisations	EUR 300 000.00
Lot 2 – Small grants for tourism and cultural heritage development by public and private sectors	EUR 220 000.00

Camões, I.P. reserves the right to only award grants to proposals that obtain the best evaluation, in each lot, and up to the limit of available funds in that lot. If, following the evaluation, it is established that the number of quality proposals evaluated with the minimum score required (60 %) is not sufficient to exhaust the earmarked funds, these will not be allocated.

In the event that one of the lots does not have the required number of proposals of sufficient quality to exhaust the financial allocation allocated to it, Camões, I.P. may reallocate those available amounts to the financing of proposals submitted to the other lot. In this case, the proposal to be financed is the one which, in the context of the call for proposals and regardless of the lot to which it was submitted, received the best jury evaluation (obtained the best score) but which could not be financed due to insufficient funding in the lot to which it was submitted.

If, for whatever reason, the applicants of a proposal which has been awarded a grant are unable to sign the grant agreement and to receive the funding, the amount allocated to that grant may be used to fund another proposal. In this case, the proposal to be financed is the one which had the best jury evaluation (obtained the best score) within the same lot, but which could not be selected due to insufficient funds in that same lot. In cases where there are no more proposals of sufficient quality to be financed in that lot, the proposal to be financed is the one that had the best jury evaluation, within the scope of the call for proposals and regardless of the lot to which it was submitted, but which could not be financed due to insufficient funds in that lot.

Should the proposals received fail to meet the evaluation criteria to a minimum of 60 %, Camões, I.P. may resort to attribution of direct grants to local authorities with remaining funds if projects that respond to the objectives of the call for proposals may be identified. Should this too be unattainable, any remaining funds shall be reallocated in consultation with the European Union.





12. Type and form of the grant

The grant to be awarded is in the form of a donation to one or more beneficiaries with a view to financing the implementation of the proposed project, in the form of reimbursement of eligible costs actually incurred and paid.

Without prejudice to the maximum co-financing rate allowed in the call for proposals, the grant may not exceed the eligible costs actually incurred by the beneficiary(ies).

13. Eligible direct costs

Costs are considered eligible for funding if, cumulatively:

- a) They are eligible for funding under the terms of this call for proposals;
- b) They are actually incurred and paid by the beneficiary after the grant contract's signature date and before its expiry;
- c) They are incurred during the project implementation period, with the exception of costs related to final reports and audit certificates;
- d) They are indicated in the project's estimated budget;
- e) They are necessary for the implementation of the subject matter of the grant;
- f) They are identifiable and verifiable, are entered in the beneficiary's accounts and determined in accordance with the accounting standards applicable in the country in which they are established and with the beneficiary's cost accounting practices;
- g) They have supporting accounting documents which correspond to material evidence of goods purchased or services rendered;
- h) They meet the tax and social legal requirements applicable to them;
- i) They are reasonable, justified and respect the principle of sound financial management, in particular with regard to economy and efficiency, based on the average market prices for similar goods or services;

Eligible costs are, among others possible:

- a) Technical assistance, training and other specialised services;
- b) Rental of offices, workshops or similar premises;
- c) Small indispensable works for the adaptation of offices, workshops or similar;
- d) Equipment and other movable property;
- e) Travel and accommodation in hotels up to three stars;
- f) Computer software and digital broadcasting and marketing platforms;
- g) Communication, advertising and marketing;
- h) Civil liability insurance premiums;
- i) Costs of auditing budget implementation and revenue accounting;





- j) Indirect costs, up to a limit of 5 % of eligible direct costs;
- k) Reserve for unforeseen events, up to a limit of 10 % of eligible direct costs;
- l) VAT or other taxes, contributions and fees, if these are not recoverable by the grant beneficiary under national law.

14. Eligible indirect costs

"Indirect costs" are all costs which, although necessary to the implementation of the project or action, are used to support its implementation and are not considered as part of its actions, in particular management costs or other costs associated with the normal operation of the beneficiary entity(ies), such as support staff, office costs or regular-use equipment.

Indirect costs incurred in carrying out the project or action may be eligible up to a maximum amount of 5% of the total estimated amount of eligible direct costs.

These costs are only eligible as part of applications from legal persons governed by public law or legal persons governed by private non-profit law and if they are not allocated to another item in the proposal's estimated budget.

Before signing the grant contract, the applicant may be asked to justify the percentage amount requested for indirect costs. Once this amount is established in the grant contract, it remains unchanged throughout the execution of the contract, and it is not necessary to present documents to justify those expenses.

15. Reserve for unforeseen events

A reserve for unforeseen events of not more than 10 % of the total eligible cost amount may be set in the estimated budget, which can only be used with prior written permission from Camões, I.P.

16. Ineligible costs

The following are not eligible as direct costs:

- a) Debt and debt service (interest);
- b) Provisions for losses, debts or potential future liabilities;
- c) Expenditure declared by beneficiaries and financed through another Action or programme receiving a grant from the European Union, Camões, I.P. or other funders (i.e., double funding);
- d) Land or building acquisitions;
- e) Exchange rate losses;
- f) Loans to third parties;
- g) Material contributions valued as a result of the applicant, partners or affiliated entities' use of infrastructure, equipment or services (i.e., contributions in kind);





- h) National administration staff salaries, unless otherwise specified in the special conditions of the grant contract and only to the extent that they are related to the cost of activities that would not be carried out by the competent public authority if the project or action in question had not been carried out;
- i) Performance-based bonuses included in personnel costs;
- j) Bonuses, pension supplements and other additional social burdens;
- k) Transactions carried out between the applicants, as well as between them and third parties in which they hold any direct or indirect interest;
- l) Work carried out by the applicants for their own benefit, classifiable as “own work capitalized”;
- m) Representation costs;
- n) Airline travel in business class or higher;
- o) Fines or penalties of any nature or costs associated with legal proceedings;
- p) Transfers and acquisition of surface rights, except under unavoidable circumstances and duly substantiated in the proposal;
- q) Acquisition of motor vehicles and other transport materials, except under unavoidable circumstances and duly substantiated in the proposal;
- r) Recurrent costs associated with the applicant entities’ internal operations, which existed prior to pre-existing to the proposal submission;
- s) VAT or other taxes, contributions and fees, if there is a legal possibility of the applicant obtaining exemption from its payment;
- t) Others which are irrelevant, superfluous or excessive according to good industry practices and reference market values.

17. Co-financing

The awarded grant cannot finance the project or action’s entire costs for applications to Lot 2, and co-financing of at least 7% of the total costs is required in this case.

Co-financing can be:

- a) Beneficiary's own resources (self-financing);
- b) Financial contributions from third parties;
- c) Income generated by the project or action;

The co-financing actually provided is declared in the final report. At that time, the beneficiary may replace any planned contribution using their own resources with financial contributions from third parties.

18. Contributions in kind

Contributions in kind are understood to mean the provision of goods or services free of charge to the grant’s beneficiary(ies), which do not entail any cost to the beneficiary.





Any contributions in kind will not be considered in this call for proposals, and thus they are not taken into account for the purposes of the no-profit rule.

19. Revenue and Profits

Grants awarded cannot generate profit. There is a profit when there is a surplus of revenues against the eligible costs approved by Camões, I.P. when payment of the balance is requested at the end of the project's implementation period.

The revenues to be taken into account are those consolidated on the date the payment of the balance is requested by the grantee and that falls into one of the following categories:

- a) Grant awarded by Camões, I.P.;
- b) Financial contributions from third parties;
- c) Revenue generated by the project or action.

If profit is generated, Camões, I.P. has the right to deduct the percentage of the profit corresponding to the final contribution to eligible costs actually incurred and approved by Camões, I.P. from the final grant amount (thus excluding other eligible costs declared on a simplified cost option basis).

All revenue generated must be included in the proposal's estimated budget and they are reflected in the interim and final financial reports, with the rectification of the estimated amounts, if necessary.

Project revenues are considered co-financing. If, at the end of the project, it is found that the project revenues (grant allocated + third-party financial contributions + revenue generated) are higher than the project's eligible costs, Camões, I.P. will deduct the percentage of the profit obtained from the final grant amount.

These rules do not apply to not-for-profit beneficiary entities or to grants awarded under Lot 1.

V - Conditions for submitting proposals

20. Proposal submission

The proposal submission should use the forms published on:

<https://www.instituto-camoes.pt/en/activity-camoes/what-we-do/co-operation/activity/funding/go-blue>

The proposals must be written in **English or Portuguese**.

The budgets to be included in the proposal must be presented in **Euros**.

The proposal documents should be submitted by e-mail in PDF and/or ZIP format and the budget must be submitted in Excel format, **one per lot, by stating the Lot (Lot 1 or Lot 2) in the email subject, with a maximum size of 5 MB per email, to the following email address:**

goblue@camoes.mne.pt



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A jury will carry out the selection of proposals/applicants to be included in the list of selected projects. The selection process as well as the list of selected projects, with the complete proposals sorted according to the score obtained in the evaluation process, are included in a report.

All applicants/candidates not selected will be informed of this fact in writing. This notification follows notification rules. If unsuccessful applicants request further information, through the exercise of their right to a prior hearing, the evaluation sheet shall be sent to them.

The list of selected projects is published on the Camões, I.P. website.

A complete proposal consists of the following documents:

- a) Complete proposal form with the respective affidavits signed by all applicants (Annex A);
- b) Budget form (Annex B);
- c) Logical Framework Form (Annex C);
- d) Legal entity form and bank information (Annex D).

Documents which enable the verification of information, namely statutes, registration certificates or others, may be requested by Camões, I.P. in order to complete these documents.

A self-declaration which certifies the accounts for the last two financial years available, signed by the main applicant's financial officer, must be attached to these documents before signing the grant contract.

The obligation to present the self-declaration mentioned in the previous paragraph does not apply when the beneficiaries are public entities, international organizations or secondary or higher education establishments.

In cases where there are doubts about these documents, Camões, I.P. may request additional information.

In cases where proposals are submitted in consortium, the deed of incorporation of the consortium must be presented to Camões, I.P. before signing the grant contract.

21. Deadline for proposal submission and schedule

The deadline for submitting proposals is 14h00 of 04th February 2022, Nairobi time.

The call for proposals will be managed according to the following indicative timeline:

Indicative timeline for management of the call for proposals

Activity	Date
Publication of the call for proposals	10.11.2021
Deadline for requests for clarification to the jury	06.01.2022
Communication of preliminary evaluation report and orderly listing of proposals	23.02.2022
Notification of grant award (after audience of interested Parties and verification of eligibility)	After 23.02.2022
Signing of grant contracts	After 23.02.2022





NOTE: All dates shown are merely indicative and do not bind Camões, I.P. to meeting deadlines.

22. Limits on proposals and accumulation of grants per applicant

Each entity may submit, as the lead applicant or in partnership or through an affiliated entity, a maximum of two proposals, one per lot.

Each entity may not benefit from more than two grants under this call for proposals, for different lots, whether as an applicant, partner or affiliated entity.

The applicant must mention in the application form any grants already received or to be received, related to the same project(s) that is/are part of the proposal(s) they submit within the scope of this call for proposals.

23. Requesting clarification

Clarifications regarding this call for proposals be requested in accordance with point 9.1. Requests for clarification should be sent to the following email address:

paula.oliveira@camoes.mne.pt

The replies to the requests for clarification will be published together with the questions, on Camões IP's website, under the same section where the call for proposals documentation was published.

VI – Evaluation

24. Structure and roles of the jury and technical evaluation team

The jury is made up of three permanent members and two alternates, who replace the permanent members in the event of their absence or impediments. The jury may be supported by experts when evaluating proposals and by one or more secretary(ies) when admitting proposals.

The jury conducts the procedure pursuant to Article 56 of the Code of Administrative Procedure (CPA), and may, pursuant to Article 58 of the CPA, request further clarification on the proposals received, provided that, following the applicants clarifications, it does not take into account any changes to the proposal's substantive content in the evaluation.

The jury may invite representatives from the European Union or of the national authorities of the State which will be the beneficiary of the Action to attend the meetings as observers.



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25. Admission and exclusion of proposals

On the date set for the proposal opening, the jury shall review the proposals to ascertain whether they comply with the admissibility requirements, namely:

- a) They were received within the deadline established for proposal submission;
- b) The applicants meet this call for proposal's eligibility criteria;
- c) They were submitted in compliance with the submission rules, using the duly signed appropriate forms;
- d) Whose projects meet the specific requirements for eligible projects and the conditions set out in item 10 of this call for proposals.

Proposals/applications that do not meet any of the above conditions will be excluded. In other words, the following proposals will be excluded:

- i. Those submitted after the deadline;
- ii. Those submitted by ineligible applicants;
- iii. Those which are submitted using the incorrect forms, or those which are incomplete in such a way that they prevent the merits of the application from being evaluated (e.g.: lack of logical framework or budget in a format other than that requested);
- iv. That do not comply with the conditions established in item 10 of call for proposals.

26. Proposal evaluation criteria

Proposals are evaluated on merit according to the following criteria:

1. Operational and financial capacity of applicants (selection criteria) (20 %)
2. Relevance of the proposal with regards to the objectives of the call for proposal/lot (15 %)
3. Proposal coherence and efficiency (20 %)
4. Technical and financial sustainability of the project or action (25 %)
5. Strategies for addressing the call for proposal's cross-cutting objectives, including gender equality (20 %)

The evaluation grid to be used is as follows:

Application of evaluation criteria			Evaluation					Weighting
			10	8	5	2	1	
1. Financial and operational capacity	1.1	Do the main applicant, partners and affiliated entities (where applicable) have prior experience in project management, as well as experience and relevant technical expertise in the intervention areas?						5 %
	1.2	Have the lead applicant, partners and affiliated entities (where applicable) assembled a team with the management and technical skills necessary to implement the project?						10 %
	1.3	Do the lead applicant, partners and affiliated entities (where applicable) have stable complementary financial resources to implement the project and sustain its results?						5 %





2. Proposal relevance	2.1	Is the proposal relevant to the call for proposal's objectives and priorities ? Are the expected results aligned with the priorities set out in the call for proposal and guidelines for applicants?						5 %
	2.2	Is the proposal relevant to the needs, constraints and capacities of the county(ies) and sectors of intervention?						5 %
	2.3	Is the choice of target groups and final beneficiaries relevant and are their needs, constraints and capacities well defined? Does the proposal meet these needs and capacities?						5 %
3. Proposal coherence and efficiency	3.1	Is the proposal coherent with regards to objectives, results to be achieved and activities ? Does the intervention logic explain the rationale for achieving the expected results? Are the proposed activities appropriate, practical and consistent with the specific objective and results? Is the action plan clear and realistic?						5 %
	3.2	Does the budget appropriately reflect the activities? Is the cost/benefit ratio between estimated costs and expected results satisfactory?						5 %
	3.3	Does the proposal foresee follow-up and monitoring actions that contribute to the achievement of results (monitoring system, planned evaluations)?						5 %
	3.4	Does the proposal provide for communication and visibility actions which are consistent with the objectives and results to be achieved as well as with the project's communication guidelines?						5 %
4. Technical and financial sustainability of the project or action	4.1	Are the expected results sustainable? Are they coherent and viable in view of existing capacities and expected capacity building, as well as the culture of the institutions involved and the interests of the beneficiaries?						10 %
	4.2	Does the proposal anticipate problems and does it have built-in solutions to maintain capacities and results after the end of the project , including the participation of institutions and specialist partners?						10 %
	4.3	Does the proposal foresee viable sources of income to finance running costs after the end of the project ?						5 %
5. Strategies for approaching the call for proposal's cross-cutting objectives	5.1	Does the proposal present concrete and viable activities to promote gender equality when creating new employment opportunities ?						3 %
	5.2	Does the proposal include clear new job opportunities for the inclusion of youth in the job market?						3 %
	5.3	Does the proposal contribute to reversing environmental degradation ?						3 %
	5.4	Does the proposal provide for international partnerships and strategy for internationalisation and/or for promoting domestic tourism with international contemporaneity and competitiveness?						3 %
	5.5	Is the proposal designed to include the participation of communities and their access to revenues and/or benefits which may result from the intervention?						2 %
	5.6	Is the proposal aligned with land-sea planning and management measures ?						2 %





5.7	Does the proposal involve other sectors and specialized actors in order to contribute to the creation of inter-sectoral economic and/or social value ?							2 %
5.8	Does the proposal contain value-added elements (e.g., use of digital technologies) to increase opportunities for the dissemination and commercialisation of products and services in the tourism and/or cultural heritage sectors?							2 %

The proposals are evaluated in each of the sub criteria according to the elements presented by the applicants, with one of five possible scores: very good (10), good (8), satisfactory (5), unsatisfactory (2) and poor (1).

The sum of the values assigned to the sub criteria and their weighting will correspond to the application's merit ranking, on a scale from 0 to 100 %. The evaluation formula is as follows: $(C1.1 \times \% + C1.2 \times \% + C1.3 \times \% + C2.1 \times \% + \dots + C5.5 \times \%) \times 10$.

Proposals that do not obtain at least 15 points, corresponding to an evaluation of 10 %, for criterion 1 - Financial and Operational Capacity, will be excluded from the evaluation, and the remaining criteria will not be evaluated.

The minimum score required to ensure applications are selected for a grant award is 60 %.

If there is a tie (obtaining the same score) between two proposals, the following tiebreaker criteria will be applied:

- a) The proposal that obtained the best score for the "Proposal Relevance" qualification criterion will take precedence;
- b) In case they obtained the same score for this selection criterion, the proposal that obtained the best score for "Proposal coherence and efficiency" qualification criterion will take precedence.

27. Jury evaluation reports and notifications

The jury will prepare a Preliminary Report following the proposal evaluations, which contains: (i) a list of all proposals accepted for each lot; (ii) a list of all unsuccessful proposals and their basis for exclusion basis per lot; (iii) a list of all accepted proposals and their score, for each lot. The jury will notify all applicants who have submitted proposals for this Preliminary Report so that they can exercise their right to a prior hearing, within 10 days.

At the end of the preliminary hearing period and taking into account its result, the jury will prepare a Final Report, which it will submit to Camões, I.P.'s Board of Directors.

Selected proposal applicants shall be notified in writing in order to offer their views on the draft for the grant contract's special conditions and to gather all documents necessary to sign it, within a period of up to 15 days.

During this period (prior to the signing of the grant contract) Camões, I.P. will check if any of the situations covered by the European Union's Early Detection and Exclusion System (EDES) apply to the applicants, persons with powers of representation or members of its management bodies.





VII - Publications

28. Publications

Once the grant allocation procedure is completed, Camões, I.P. will publish the following information on its website (along with the other call for proposals documents): (i) overall amount of grants awarded, by lots (ii) project title, grantee and intervention region; (iii) title of unsuccessful proposals, with a brief justification for the decision.

In addition to this publication and pursuant to Law no. 64/2013, of 27 August, which regulates the mandatory publication of benefits granted by Public Administration to private parties, Camões, I.P. publishes the grants it awards to private entities, both on its website and by means of communication to the Inspectorate General of Finance. In accordance with Article 4 of the aforementioned Law, in addition to data relating to Camões, I.P. itself, the following information will also be published: (i) name or company name of the beneficiary(ies); (ii) respective tax identification number or legal entity number; (iii) grant amount; (iv) date of the award decision; (v) purpose of the grant; and (vi) legal basis.

Camões, I.P. will also publish the list of all grant beneficiaries for delegated cooperation projects.

VIII – Grant allocation and project implementation

29. Grant contract

Beneficiaries only acquire the right to receive the grant once they sign the grant contract.

The grant contract consists of the following documents:

- a) Special conditions of the contract;
- b) This call for proposals;
- c) General conditions of the grant contract, annexed to this call for proposals;
- d) Approved proposal and all the elements that comprise it.

The grant contract's special conditions include the following information:

- i. Project identification: title, location where it will take place and general objective;
- ii. Identification of Coordinator (applicant who signs the contract on behalf of all beneficiaries): name, headquarters, identification numbers and registrations, legal representative and mention of the power of attorney for signature;
- iii. Identification of all beneficiaries and affiliated entities, name, headquarters and identification numbers and registrations;
- iv. Maximum grant amount awarded;
- v. Start date and end date of the project.

Camões, I.P. assumes the obligation to pay the grant once the grant contract is signed. The payment method for the grant may differ depending on its maximum value and the time frame for implementing the project or action (check the grant contract's general conditions). In any case, grant allocation always entails pre-financing, that is, a part of the grant is paid in advance so that the beneficiaries can start implementation.





The grant contract comes into effect once it is signed by both parties, that is, on the date it is signed by the last party (Camões, I.P.), but the Coordinator's obligation to begin project implementation only starts from the date of payment of the pre-financing's first instalment.

The grant award decision may be revoked if the contract is not signed within 60 days from the notification of the grant award decision.

The grant award decision may also be revoked if the Coordinator does not start implementation within 60 days from the payment of the first pre-financing.

IX - Final provisions

30. Privacy and Personal Data Protection

The personal data transmitted to Camões, I.P. under this call for proposals will be processed in strict compliance with the rules and established standards under the Portuguese legal system and regulation (EU) 2016/679. For more information go to: <https://www.instituto-camoes.pt/sobre/sobre-nos/transparencia/politica-de-privacidade>.

Personal data provided by applicants will be processed exclusively for the purposes of grant management and implementation, for compliance with legal principles and obligations and for historical or statistical purposes within the scope of the Main Action.

To safeguard the principles of transparency, democratic control and public interest, the names of the beneficiary persons and entities, their nationality and information regarding the subsidized projects and actions may be communicated to all applicants and published by various means, including on the websites of Camões, IP, the European Union and other partners of the Action.

To exercise your rights of access, rectification, opposition, portability or deletion, file a complaint, contact the Data Protection Officer or request additional information, please use the contacts provided Camões, IP's website.

Grant beneficiaries must process personal data in the context of project implementation in accordance with the same Regulation (EU) 2016/679 and limit third party access and use of personal data to what is strictly necessary.

31. Applicable law

Portuguese law is applicable to this call for proposals submissions and, in cases where it is omitted, European Union legislation applies.

32. Calculating time limits

The rules of the Portuguese Code of Administrative Procedure apply to this call for proposals submissions for determining deadlines.





33. Resolution of Lawsuit

For the purpose of resolving disputes which may result from this call for proposals submissions, the Administrative and Fiscal Court of Lisbon shall have jurisdiction.



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ANNEXES

34. Documents relating to the application

Annex A - Complete proposal submission forms

Annex B - Budget Forms

Annex C - Logical Framework

Annex D - Entity statement and financial identification authenticated by the bank

35. Documents relating to the grant contract

Annex E - Special Conditions of the grant contract

Annex I - General Conditions of the grant contract

Annex II - Rules applicable to procurement and the awarding of contracts by grantees

Annex III - Disbursement request template

Annex IV - Narrative report template

Annex V - Financial report template

Annex VI - Communication and Visibility Guidelines

Annex VII - Terms of reference for verifying expenditure under a grant contract and the project-derived revenues/ profit

Annex VIII - Template form for transferring ownership of physical assets (applicable only where the grant beneficiary is not also the project's final beneficiary)

NOTE: All documents can be obtained from:

<https://www.instituto-camoes.pt/en/activity-camoes/what-we-do/co-operation/activity/funding/go-blue>



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