



**Call for Proposals
under the EEA Financial Mechanisms 2009-2014
Renewable Energy Programme Area**

for Project Scheme PT-03: "GAIA Programme-Geothermal Azores Iceland"

Grant for Supporting Participation in 6 Month Courses on the Utilization of Geothermal Energy



Effective from: December 8th, 2014

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1. THE OBJECTIVE AND BACKGROUND OF THE DOCUMENT

1.1. The scope of the call for proposals

This call for proposals provides information about the terms and conditions relating to the project proposals in this project scheme. During the elaboration of this call the Programme Agreement and the Regulation on the implementation of the EEA Financial Mechanism for the period 2009-2014 issued by the Donor States (Iceland, Liechtenstein and Norway) according to Protocol 38b of the EEA Agreement were taken into account (<http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014>).

1.2. Organisational background

EDA – Electricidade dos Açores, S.A. Public Company Limited by Share (hereinafter referred to as “Programme Operator”) is responsible for the planning and for the professional implementation of the Renewable Energy Programme Area as a Programme Operator. During the application process and the implementation of the Programme the Programme Operator is the primary contact point towards applicants and winning Project Promoters.

In case of the Renewable Energy Programme Area the work of the Programme Operator is assisted by Orkustofnun (OS), the Icelandic National Energy Authority (hereinafter referred to as “Donor Programme Partner”) as Donor Programme Partner.

1.3. The goals of the Grants

EEA Financial Mechanism 2009-2014

The EEA Financial Mechanism 2009-2014 (hereinafter referred to as EEA FM 2009-2014), establishes a financial mechanism through which the Donor States contribute to the reduction of economic and social disparities in the European Economic Area.

The EEA FM 2009-2014 aims to strengthen relations between the Donor States and the Beneficiary State to the mutual benefit of their peoples. Another objective is to achieve enhanced co-operation between the Donor States and the Beneficiary State, contributing to securing a stable, peaceful and prosperous Europe, based on good governance, democratic institutions, the rule of law, respect for human rights and sustainable development.

To ensure the implementation of the above overall objectives, the Donor States and the Beneficiary States endeavour to select programmes that contribute to the achievement of these objectives.

This call for proposals aims to meet the objectives of the “Renewable Energy Programme Area” within the priority area “Climate change and renewable energy”.

The Memorandum of Understanding (hereinafter referred to as the “MoU”) between the Donor States and Portugal on the implementation of EEA FM 2009-2014 states the outcomes of the Renewable Energy Programme Area:

- Increased renewable energy production, namely, geothermal energy in the Azores island

- Improved capacity at national, regional and local level on renewable energy solutions

Before the sign of the MoU the national government of Portugal approached the regional government of Azores to take the whole programme over contributing the total co-financing needed for the programme under the assumption that the programme will exclusively focused on geothermal development for electricity generation in Azores. Hence, the Programme is focused on supporting the construction of geothermal power plant and higher education supporting that endeavour. One of the objectives of the Programme is increased education on geothermal energy through a specific small grant scheme. Taking into consideration these objectives, the primary goal of this call for proposals is to promote increased education in the utilization of geothermal energy solutions by supporting participation in United Nations University 6 month Geothermal Training Courses (hereinafter referred to as UNU-GTP) for 2 Portuguese professionals in high enthalpy geothermal energy industry (at the max) in Iceland. Applicants may apply for 6 month geothermal training courses which focuses on the utilization of geothermal energy solutions concerning their sustainability as well.

- The **target group** of this call for proposals is industrial companies exploiting geothermal resources for power production established as legal persons in Portugal.
- The **ultimate beneficiary** of the project (the person taking part in the course) is professionals in high enthalpy geothermal energy industry.

Strengthening bilateral relations between the Donor States and Portugal

This call for proposals offers an opportunity for participation in UNU-GTP 6 month training courses in Iceland, contributing to the cooperation between Azores and Iceland in the field of the utilization of geothermal energy solutions. The goal of the Sub-programme is exchanging, sharing and transferring of technology, experience, best practices and knowledge, networking and strengthening of relations at project level, encouraging bilateral relations at programme level.

International and regional aspects

The objectives of the European Union (Directive 2009/28/EC (RED) state that experts must be trained in the field of renewable energy solutions to provide the special knowledge necessary for the development of the green economy. According with the Energy Strategic Plan presented by the Regional Government of Azores the main goal is to increase the penetration of renewable energy generation to 50% of total electricity produced in the Region by 2018 from the present value of 22%, to reduce oil dependency, towards a clean renewable energy society in the middle of the Atlantic.

In line with the above regional objective and the lifelong learning programme of the European Union, the education of citizens and the targeted expansion of their knowledge in the field of the utilization of renewable energy solutions is a priority axis in the EEA Grant Renewable Energy Programme Area. Another important goal of the programme is to encourage cooperation between the applicants and institutions of Iceland.

1.4. Contact data

• Programme Operator - Renewable Energy Programme Area (PA6)

EDA – Electricidade dos Açores, S.A.
Operador de Programa EEAGRANTS – Área Programática Energias Renováveis
Matilde Cunha

Rua Francisco Pereira Ataíde, nº 1
9504-535 Ponta Delgada – São Miguel- Açores – Portugal
Tel.: (+351) 296 202 113 | Fax: (+351) 296 628 044
E-mail: info@eeagrants-azores.pt | web: www.eeagrants-azores.pt

- **Information about "GAIa - Geothermal Azores Iceland Programme"**

info@eeagrants-azores.pt

2. CONDITIONS FOR APPLICATION

2.1. Call Schedule

Applications may be submitted to the call for proposals within 2 months from the opening of the call. The period of submitting applications, will be:

09.12.2014 – 09.02.2015

2.2. Conditions concerning the submission of applications for grants

2.2.1. Technical/Professional Restrictions

The objective of the UNU-GTP 6 Month Training Courses is to promote the participation of Portuguese professionals in high enthalpy geothermal energy industry in post-graduate courses on the utilization of geothermal energy, lasting 6 months, in Iceland.

Criteria relating to applicants (project promoters)

Only industrial companies, established as legal persons in Portugal, exploiting geothermal resources for power production may apply. Applicants must be in a contractual relationship with the ultimate beneficiary (the person taking part in the course). Each application may involve one or more individuals within the limits on participants and budget set for the sub-programme.

The Applicant agrees that its Project application and the use of the grant as intended in this call for proposals may be audited by organizations authorized by law to check its compliance with rules and regulations.

Territorial restriction of the project

The project may be implemented in Iceland.

3. CONDITIONS RELATING TO THE CONTENT OF THE PROJECTS

3.1. Eligible Activity

Further specific condition for the present Call for Proposals

In the framework of this call for proposals funding will only be given to applications which ensure the following **project component**:

- Training about the sustainable utilization of geothermal energy solutions

3.1.1. Training about the sustainable utilization of geothermal energy solutions

- Participation in UNU-GTP post-graduate programmes, lasting 6 months, on high enthalpy geothermal energy training programme in Iceland.
- The subject of the 6 month courses is the utilization of geothermal energy sources concerning their sustainability as well.
- The target group of this call for proposals is industrial companies, established as legal persons in Portugal, exploiting geothermal resources for power production.
- The ultimate beneficiary of the project (the person taking part in the course) is professionals in high enthalpy geothermal energy utilization.

3.1.2. Non-eligible activities

Only the activity listed in section 3.1. on Eligible Activity may be supported with the following restrictions:

- Participation will not be supported in courses the subject of which does not focus on the utilization of geothermal energy solutions.
- Participation in courses or seminars on how to apply for funds will not be supported.
- No acquisition of assets, investments or research activities will be supported through this Call for Proposals.

3.2. Eligibility rules

3.2.1. Eligible Costs

Costs will only be considered eligible if they are justified and crucial to the implementation of the project and the full achievement of its objectives, as well as are proportionate to the value added of the related activity, are cost-efficient and were actually incurred.

In the framework of this call for proposals, the grant will be provided according to the real costs.

According Art. 7.3 of the Regulation of the EEA Financial Mechanism 2009-2014¹ the following costs may be eligible:

¹ <http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014>

- Costs entailed by contracts awarded by a project promoter for the purposes of carrying out the project
- Travel and subsistence allowances for staff taking part in the project
- Costs of consumables and supplies, provided that they are identifiable and assigned to the project
- Costs arising directly from requirements imposed by the project contract

3.2.2. Non-eligible costs

No costs will be eligible that do not meet the requirements regarding eligible costs and have no direct connection to the accomplishment of the project objective. Non-eligible costs also include the following:

- Costs of the implementation of investments, acquiring assets, research activities and indirect costs (overheads).

3.3. Project implementation period

3.3.1. Project start date

With regard to the fact that only costs incurred after the selection of project proposal will be eligible for settlement in the framework of the project, the project may be started after the proposal was selected and a notification was received informing the applicant of the decision. The project must not be commenced before the grant decision is made. A project may be started after the taking of the grant decision, even before the conclusion of the project contract, and the costs so incurred will be eligible expenditures.

3.3.2. The completion and closure of a project

The project must be completed no later than April 30th, 2016, the last date on which costs incurred may qualify as eligible. Costs incurred at a later date will not be eligible for the project.

In the event the above eligibility period allows it, the deadline for implementation scheduled in the Project Contract may be extended by the Programme Operator if appropriate.

3.3.3. Maintenance period

Not applicable.

3.4. Observing the cross-cutting principles

The observation of three cross-cutting principles good governance, sustainable development and gender equality must be ensured in the application schemes of the EEA Grant. These cross-cutting issues must be observed in every single project but the degree of contribution may vary depending on the relevance of the given project for the various cross-cutting issues.

Compliance with cross-cutting principles will be confirmed on the Application Form. The cross-cutting principle gender equality is a priority development objective in this call for proposals.

Contribution to the cross-cutting principles must be elaborated in the application form and its application and observance must be covered in the technical/professional report. This call for proposals set out format evaluation criteria concerning the undertaking in relation to the observance and enforcement of the cross-cutting principles, carried out by the Programme Operator.

The project promoter shall ensure that any residual or extracted material from project activities is reused, recycled, treated and/or deposited in an environmentally sound manner.

4. FINANCIAL CONDITIONS

4.1. The form, rate and amount of the grant

4.1.1. Available funds

Source of available funds: EEA Financial Mechanism 2009-2014

Name of the programme area: Renewable Energy

Funds allocated to the Renewable Energy programme area: 4,705,882 Euro

Funds allocated to the Calls for Proposals for Supporting Participation in Courses on the Utilization of Geothermal Energy Solutions: 100,500 Euro

4.1.2. Rate of the grant

For industrial companies exploiting geothermal resources for power production and established as legal persons in Portugal the rate of grant given through this call for proposals is 25% (at the maximum) of total eligible project costs. The remaining costs of the project shall be provided or obtained by the Project Promoter.

4.1.3. Amount of the grant

Amount of the grant given through this call for proposals:

Minimum € 12,750, maximum €25,000

The budget, workplan and the requested grant amount must be listed in euro on the Application Form and the relevant documents. Accordingly, the grant is awarded in euro.

In the case of a euro-based project contract, supplier financing may only be used if the invoice is issued in euro. The grant will be disbursed to the supplier in the currency of the invoice without conversion

4.1.4. Form and rules of the grant

Form of the grant: Non-repayable grant

4.2. Composition and certification of co-financing

The industrial companies exploiting geothermal resources for power production established as legal persons in Portugal must include in its project application the composition and certification of co-financing.

4.3. Obligations relating to the provision of collateral

Not applicable.

4.4. Rules on the disbursement of grants

4.4.1. Advance

The maximum rate of the advance through this Call for Proposals is 25% of the grant awarded. The schedule of the advance are aligned to the period of the programmes defined by the educational institutions running the programme. All advance and pre-financing requests by projects funded under the programme will need to be justified and are subject to approval by the Programme Operator.

4.4.2. Claiming and disbursement of the grant

Proof of expenditure shall be verified on the basis of the proper fulfilment of the activity in question.

The Promoter submits payment requests exclusively through the Programme Operator, accompanied by information about the physical and financial implementation of the project.

The Programme Operator is responsible for instruction and processing of advanced and interim payments. After the initial advanced payment, interim payments to projects follow a system of expense reimbursement. Requests for interim payment may be presented without fixed periodicity, but are subject to a minimum request of 5 000 Euros each. The sum of the initial advanced payment together with interim payments cannot exceed 90% of the total amount approved for the project. The remainder amount is paid after approval of the final project report.

The Promoter must have a bank account, associated to the implementation of the project through which payments within the scope of the project are made and the grant is received. Change of address, of account owner or the closure of the Promoter's bank account without notice to the Programme Operator, determines the immediate suspension of payments to the project.

5. SELECTION AND DECISION-MAKING

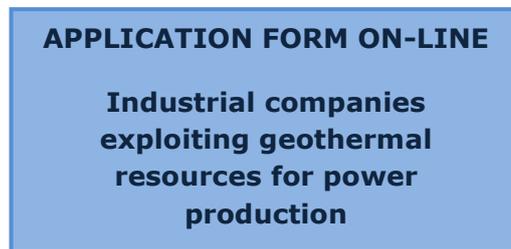
5.1. General Conditions Applying to the Submission of Applications

5.1.1. The mode of the submission of applications

An on-line application form will be available for the industrial companies exploiting geothermal resources for power production and established as legal persons in Portugal on the dedicated website of the programme (<http://eeagrants-azores.pt/site/concursos/>):

Filling out the application form is assisted by the 'form fill-out guideline' on the dedicated website of the programme (<http://eeagrants-azores.pt/site/concursos/>).

SUBMISSION OF THE APPLICATION:



Before applying we suggest you consult on the dedicated website of the programme (<http://eeagrants-azores.pt>) the following documents:

- Application Form Guide
- Programme Agreement;
- Regulation of the EEA Financial Mechanism 2009-2014;

Contacts:

E-mail for information: info@eeagrants-azores.pt

Address:

EDA – Electricidade dos Açores

Operador de Programa EEAGRANTS – Área Programática Energias Renováveis
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Telephone: + 351 296 202 113/ Fax: + 351 296 628 044

Specific requirements of this call for proposals:

The application procedure of the UNU-GTP in Iceland has to be taken into consideration, so parallel or previous to the institutional application the application form has to be submitted to the institution itself. A copy of this application form has to be attached to the submitted proposal by email (info@eeagrants-azores.pt).

5.1.2. Deadline for the submission of applications

Deadline for the submission of applications is within 2 months from the opening of the call. The application form, which is available at the dedicated website of the programme (<http://eeagrants-azores.pt/site/concursos/>), has to be filled and together with the Annexes have to be submitted by email (info@eeagrants-azores.pt). **The submission deadline by e-mail is:**

09 of February 2015, 23:59 (Azores hour)

Please note that the email version is the official one and must be identical to the printed originals received by registered mail.

It is advisable to save all necessary documentation and the application in a CD-ROM/USB and send it. Following the submission by email the printed original signed application form and 1 copy, annexes and CD-ROM/USB have to be sent, no more than 5 days after the submission of the application by email, accompanied by a letter, in a closed, sealed envelope, with the entity's stamp or seal signed by one of its official representatives. The outside of the envelope must bear the entity's complete name and references to the title indicated in the announcement of the Open Call to the following address via registered post mail:

EDA – Electricidade dos Açores, S.A.
Operador de Programa EEA GRANTS – Área Programática Energias Renováveis
Matilde Cunha
Rua Francisco Pereira Ataíde, nº 1
9504-535 Ponta Delgada, Açores, Portugal

It is not possible to submit the application via courier service nor personally.

Deadline for submitting documents by conventional mail:

14 of February 2015, 23:59 (Azores hour)

The Programme Operator's timeframe for answering queries will be up to 10 business days and will publish (<http://eeagrants-azores.pt/site/concursos/>) all answers to queries in order to ensure equal treatment of applicants. The contact information is the following:

Contacts:

E-mail for information: **info@eeagrants-azores.pt**

Address:

EDA – Electricidade dos Açores

**Operador de Programa EEAGRANTS – Área Programática Energias Renováveis
Matilde Cunha
Rua Francisco Pereira Ataíde, nº 1
9504-535 Ponta Delgada, Açores, Portugal
Telephone: + 351 296 202 113/ Fax: + 351 296 628 044**

5.1.3. Mandatory content elements of applications

A. Application Form

To apply for the grant the Application Form must be filled out in English. The contents of the Application Form, specified in the online fill-out guide, include the following:

General:

- basic data of the applicant and the project;
- a brief description of the professional expertise of the applicant;
- a summary of the contents of the project, its detailed technical/professional plan;
- the indicators;
- a schedule of the activities;
- budget for the project;
- a declaration stating the undertaking to meet the conditions of the call for proposals.

Specific to this call for proposals:

- presenting the training (presenting the given topic, identifying the target group of the project and the objectives)
- presenting the expertise of person(s) attending the course, with CV attached
- workplan
- presenting the target indicators
- presenting the training schedule
- compliance with cross-cutting principles

B. Attachments:

Supporting documents to be attached to the Application Form:

- The original signed by the person(s) authorized to sign on behalf of the Applicant.
- Declaration indicating the entity's name, tax number, registered office and names of the people with legal powers to represent it, plus a copy of its articles of association that shows how the proposed activity can be linked to the core function of the organization (if applicable)
- Document that confirms the total compliance with Social Security Contributions requirements
- Document that confirms the total compliance with Tax requirements
- Certificate attesting to the applicant's VAT rate
- Annex to the application form above-mentioned and other documents that the project promoter considers relevant for an appreciation of the project on the basis of the selection criteria
- Declaration stating the undertaking of meeting the conditions set out in the call for proposals, including the co-financing to the activities proposed to grants

Attachments to be submitted for the conclusion of the Project Contract:

- Declarations required for the conclusion of the Project Contract (signed and scanned copy in pdf format as well as signed print copy).

Attachments to be submitted prior to final payment:

- Reports made by persons who participated in the training and specific certificate for participation in UNU-GTP six months specialized training published by the educational institution in Iceland.

It must be noted that the positive selection decision and the offered Project Contract may set further conditions and require other documents to be submitted.

5.2. Selection Process

5.2.1. Checking conformity to the acceptance criteria

	Acceptance criterion	Yes	No
1	The Project Promoter is one of the entities eligible to the grant		
2	The application and the annexes that can be printed out after the submission by email of the Application Form was sent by conventional mail in the way and by the deadline specified in the Call for proposals		
3	The declarations submitted by conventional mail were signed by the person authorized to represent the applicant		
4	The amount of the grant applied for is in line with the minimum - maximum grant amount that can be awarded according to the call for proposals		
5	The duration of the time for the implementation of the project and the closing date of implementation are consistent with the deadline specified in the call for proposals		
6	The Application Form was filled out in the language specified in the call for proposals (English).		

If the answer to any of the above acceptance criteria is NO, the application will be rejected. No possibility is available for eliminating missing elements or for correction where any of the acceptance criteria is not met.

5.2.2. Evaluation of format

The format requirements to be applied for this call for proposals are as follows:

	Formal criteria	Yes	No
1	The Application Form that has been submitted is completely filled out in a way that is correct in terms of format		
2	All of the attachments that have to be filed have been enclosed with the Application Form and they are filled out correctly in terms of format		
3	There are no numerical and other contradiction within the application form and the attached documents		
4	The name and tax number of the Applicant match with database of the Institute of register		
5	The Application Form was filled out in compliance with "Fill-out guide"		

	to the Application Form		
6	All submitted Annexes and attachments were submitted and comply with sections 2.2 Conditions concerning the submission of applications for grants and 5.1.3. Mandatory content elements of the application of the call for proposals		
7	Project activity proposed in the application comply with section 3.1 on Eligible activity of the call for proposals		
8	The project will be implemented in Iceland		
9	The Applicant agrees not to start the proposed project prior to the completion of the selection decision		
10	The Application complies with the relevant requirements of section 2.2 Conditions concerning the submission of applications for grants		
11	Compliance with cross-cutting principles <i>Good governance, gender equality and sustainable development</i>		
12	The proposed grant rate and minimum and maximum grant amount is in line with this Call for proposals.		

In the case of any deficiency the Programme Operator calls on the Applicant to eliminate them. The deficiencies specified in the call for the elimination can be eliminated once. Failure to eliminate the identified deficiencies at all, failing to properly eliminate all deficiencies or submitting the required elements beyond the deadline result in the rejection of the Application for reasons of format.

5.2.3. Technical/professional evaluation

Compliance with technical/professional criteria will be checked by two independent experts through scores where the maximum score is 100 and the minimum score is 50 to be subject to be granted.

	Technical/professional criteria	Maximum score
	Evaluation of the applicant - The applicant employ professionals to implement the project - Improvement and utilization of knowledge in the field of exploration of high enthalpy geothermal - Evaluation of the applicant with regard to good governance, gender equality and sustainable development (1 point each)	10
	Presenting the objectives of the project - presenting the training course - introduction of the ultimate beneficiaries from professional point of view and his/her motivation to participate in the chosen educational programme - presenting the value added generated by the course participants through the project	40
	Presenting the activities of the project - presenting the training syllabus - conformity of the training syllabus to the activity of the applicant	20
	Presenting the budget	10

	<ul style="list-style-type: none"> - The budget must include justified and realistic cost components complying with the Call for Proposals. - Transparency and completeness of the budget sheet, compliance with technical/professional criteria - Presenting the content of costs 	
	<p>Schedule</p> <ul style="list-style-type: none"> - Realistic deadlines which can be met taking into account the capacities (human resources, financial conditions) 	10
	<p>Strengthening bilateral relations</p> <ul style="list-style-type: none"> - Strengthening bilateral relations in areas where Iceland is experienced in terms of utilization of geothermal energy solution and this experience is openly shared through the educational programme in question. 	10
	Total:	

5.2.4. Decision-making

The Programme Operator sets up a selection committee which will make proposals for the projects to be awarded grants in the context of the programme. The selection committee shall consist of the representatives of the Programme Operator, the Donor Programme Partner and a member of UNU. The selection committee reviews the ranking order set up on the basis of the evaluating experts' average scores.

The grant decision is taken by the head of the Programme Operator based on the selection committee's proposal. The Programme Operator sends a Project Contract offer to the Applicants selected for the grant which stipulates the conditions for the conclusion of the Project Contract. In the event the Applicant is unable to meet such conditions within a pre-defined period of time, the grant will be withdrawn from the project and the next Applicant on the reserve list may advance and receive a Project Contract offer. The Programme Operator may decide on setting up a reserve list of the applications rejected on account of shortage of grants. If the project contract is, for any reason, not concluded with any of the applicants whose application has been awarded the grant, on the basis of the Programme Operator's decision application(s) on the reserve list may be offered proposals for grant(s) up to the amount that has thus become available.

5.3. Approval Notification and Appeal procedure

The Programme Operator checks the compliance with the formal and administrative requirements of admissibility of applications.

The Programme Operator notifies the Promoters of applications that are not considered eligible, explaining the reasons for their rejection. The Promoters of rejected applications have a period of 10 working days to appeal. Appeals submitted to the Programme Operator are analyzed, and will be sent to the Donor Programme Partner (OS) for a final decision, together with a reasoned opinion from the Head of the Programme Operator. The final decision shall be notified to the Promoter.

Applicants may be asked to provide additional information during appraisal of formal and technical eligibility in the analysis process.

The Programme Operator's analysis will be up to 60 days. Decisions on the applications are communicated individually to the respective Promoters.

In the case of approval of funding, a proposal for contract is sent to the Promoter together with the communication of the decision, where all terms and conditions of the approved funding are specified.

If the conditions of the approved funding are accepted, the Promoter must return the proposed contract to the Programme Operator within 15 days from the date of receipt, duly signed by those responsible, under the law, for the beneficiary, at the risk of having the decision revoked.

Upon receipt of all contracts signed, the Programme Operator prepares the final list of selected projects and Promoters and advertises it on the dedicated website of the programme (<http://eeagrants-azores.pt/site/concursos/>).

|

6. CONCLUSION AND PERFORMANCE OF THE CONTRACT

6.1. The prerequisites for the conclusion of the project contract

If the conditions for the signing of the Project Contract are not met by the deadline set by the Donor, the Project Contract becomes void and the decision awarding the grant is automatically repealed. In this case or if the Beneficiary withdraws from the signing of the Contract, the Applicant(s) with the next best score on the reserve list, rejected due to a lack of funds, will receive an offer to sign the Project Contract.

6.2. MONITORING AND CONTROLLING OF THE IMPLEMENTATION OF THE PROJECT

6.2.1. Indicators

The controlling and monitoring of the expected outcomes and outputs is enabled by the indicators on programme and project level.

Programme-level indicators

Target indicators of this call for proposals are defined in the following table:

Indicator	Indicator value
Participation of experts in six month courses	2 persons