

Regulation "AdaptCascais Fund"

Article 1

Enabling Law and General and Specific Objectives

1. The enabling rules of this Regulation are Articles 112(no. 7), and 241, both of the Constitution of the Portuguese Republic and paragraph k) of Article 33, no. 1, of Annex I to Law No. 75/2013 of September 12, in obedience to the provisions of paragraph g), of no. 1, of Article 25, of Annex I of Law No. 75/2013 of September 12.
2. The activities to be supported must act to improve adaptive capacity and reduce vulnerabilities to climate change in the municipality of Cascais.
3. It is the general objective of the AdaptCascais Fund (hereafter referred to as Fund) to contribute and complement the implementation of climate change adaptation measures in the context of climate scenarios explained in PA3C2 (Action Plan for Adaptation to Climate Change of Cascais).
4. The Fund's specific objectives are:
 - 4.1 Act at the level of reducing vulnerabilities enhanced by the impacts of climate change in the municipality of Cascais.
 - 4.2 To value and encourage projects that integrate good practices of adaptation to climate change and that favour the participation, knowledge, capacity building and awareness raising of local communities.
 - 4.3. Promote the adoption of structural and natural-based solutions, resorting whenever possible to ecosystem-based services.

Article 2

Beneficiaries

Legal persons under private law, namely associations, collectives, commercial companies, non-governmental organisations of an environmental, social, recreational nature, among others, hereafter referred to as entities, are eligible for actions falling within the objectives and typologies of the Fund.

Article 3

Typology of projects

1. The projects to be supported by the Fund must contemplate the implementation of local adaptation measures and options which respond to its objectives, particularly targeting the vulnerabilities and execution of the objectives referred to in Article 1 (no. 4).
2. The typologies of projects covered by the Fund are the following:
 - a) Awareness and communication campaigns to inform the public in general or a particular target audience (children or young people, the elderly, the most vulnerable population, among others).
 - b) Capacity building and training of technicians in any area on the vulnerabilities associated to climate change.

- c) Involvement of the school community in educational actions directed to the young students of the municipality of any age.
- d) Environmental requalification in order to reduce vulnerabilities, namely nature-based solutions (cleaning of streams, soil protection, afforestation, recovery of dune systems, promotion of infiltration, etc.).
- e) Actions to save water (domestic, irrigation, etc.) and improve efficiency in the use of more vulnerable natural resources.
- f) Enhancing health, with emphasis on the population vulnerable to heat waves and vectors;
- g) Natural-based solutions for thermal mitigation in urban spaces.
- h) Promotion of open-access green spaces with natural materials and nature-based solutions (renaturalization).
- i) Others related to the specific objectives indicated in Article 1 (no. 4).

Article 4

Geographical Scope

Projects located within the Municipality of Cascais are eligible.

Article 5

Financial allocation

1. The maximum budget of the AdaptCascais Fund is 50,000 Euros (fifty thousand Euros).
2. Funding is limited to a maximum of €5,000 (five thousand Euros) per project and applies to the total eligible expenses.
3. Projects that have already received local, regional, national or Community public funding shall not be financed.

Article 6

Admission Conditions

1. The admission requirements for the beneficiaries are as follows:
 - a) Fitting into the typology of beneficiaries defined in Article 2 of this regulation.
 - b) To have fulfilled all obligations related to taxes and social security, as demonstrated through an honour statement in accordance with the model provided for in Annex II of this Regulation, of which it is an integral part.
 - c) To present a single application.
2. The admission criteria for the application are:
 - a) Evidence that the application contributes to the general and specific objectives listed in Article 1.
 - b) Comply with the types listed in Article 3 (no. 2).
 - c) To deliver all documents as required in Article 8, within the deadlines defined in Article 7.

d) To have a clear framework and justify the relation and complementarity of the application to PA3C2.

e) The project must respect the geographical scope referred to in Article 4 of this Regulation.

Article 7

Submission of applications

Applications should be submitted via e-mail to geral@cascaisambiente.pt within 30 days after the date of approval of the respective edition of the AdaptCascais Fund at the Town Council Meeting.

2. The deadline referred to in the previous paragraph shall expire at 17:00 of the last day of the same.

Article 8

Content of applications

1. Applications should be submitted in the form of two PDF documents, as well as attachments, if applicable, containing the following information and structure:

1.1 Regarding the applicant entity, submit a single A4 page document stating:

- a) Identification of the entity: project leader;
- b) Taxpayer's identification number;
- c) Social Security Number;
- d) Economic Activity Code, if applicable;
- e) Bank details (bank name, account holder and IBAN);
- f) Institutional contact: name, e-mail address and telephone number / mobile phone;
- g) Contact of the technical interlocutor: name, e-mail address and telephone number/mobile phone;
- h) Proof of establishment of the legal entity: permanent certificate, statutes or equivalent document, when applicable, attaching a digital copy of the respective document;
- i) Declaration of honour in accordance with Annex II.

1.2 Submit a Project Brief that must not exceed a total of 4 A4 pages, written in minimum font size 11 and multiple line spacing of 1.15. The document should include:

- a) Identification of the applicant entity, framing its scope of activity and interest in the climate change adaptation process;
- b) Geographical area to be covered in the municipality, namely the parish where the project will be developed;
- c) Specific information:
 - i) Analysis of the relevance of the proposal to reduce vulnerability and impacts of climate change in the municipality;
 - ii) Typologies of action, as indicated in Article 3, no. 2;

- iii) Description of the type of measure/action;
- d) Characterisation of the project
 - i) Brief description of the project or action(s);
 - ii) Main goals;
 - iv) Approach: explain in general terms the project or action to be developed, its alignment with PA3C2, as well as with the general objective and specific objectives of the Fund;
 - v) Potential medium and short-term impacts of the proposed project or action, for those involved (entities) and for the community (population and other stakeholders), at economic, social and environmental level. Value is placed on information or references that support the indicated forecast, such as previous studies, cases or similar examples, technical and scientific articles;
 - vi) Sustainability: demonstration of the continuity of the project or action to be developed;
 - vii) Dissemination: communication and dissemination of results, indicating the number of people benefited or to be involved;
- e) Summary description of the work phases, through a Gantt chronogram;
- f) Map of work, quantities and respective unit and global budget;
- g) Amount to be financed and its duly justified justification, having as a reference the one established in the budget;
- h) Other information relevant for the description, justification and environmental and social scope of the proposed application.

Article 9

Evaluation Committee

1. For each edition of the Fund an Evaluation Committee is appointed, the members of which shall be nominated by the heads of the municipal organic units involved in the implementation of PA3C2, corresponding to the Departments of the Environment and Sea, Education, Health and Social Solidarity, Cohesion and Social Development, Urbanism, Management of the Ecological Structure and Urban Green Spaces.
2. The Evaluation Committee shall meet and deliberate when all its members are present, and its decisions shall be unanimous, in accordance with the criteria established in the evaluation model attached as Annex I to this Regulation.

Article 10

Analysis, evaluation and selection of applications

1. The analysis, evaluation and selection of the applications shall be the responsibility of the Evaluation Committee, which may exclude applications that do not meet the requirements.
2. Examination of the applications by the Evaluation Committee includes formal verification of the admission requirements of the entities and the applications.
3. For the analysis of the applications, clarifications may be requested from the applicants, who shall reply within 10 (ten) working days, counting from the working day immediately after the notification was sent, and the clarifications provided shall be an integral part of the applications.

4. Failure to provide the clarifications requested under the terms of the preceding number shall imply the analysis of the application with the available documents.
5. Once the analysis and deliberation by the Evaluation Committee is concluded, a list of admitted and excluded applications is drawn up, accompanied by the necessary justifications, and duly notified to the candidates for the fulfilment of the right to a hearing of interested parties.
6. The evaluation of the applications by the Evaluation Commission shall include their analysis in accordance with the criteria established in the evaluation form set out in Annex I hereto, of which it is an integral part.
7. Applications with an overall score equal to or higher than 2.5, cumulatively in the criteria: "Relevance and alignment of the application with the objectives and typologies of the Fund", "Soundness of the concept and alignment with PA3C2", "Suitability of the schedule and of the physical and financial means involved in the project" and "Population covered and benefited by the project" (see Annex I), shall be eligible for funding.
8. In case of a tie in the score of the applications, the date of the application that was submitted first shall be considered as tiebreaker.
9. Once the evaluation of the applications is complete, the Evaluation Committee shall prepare a Preliminary Report, in which it shall propose the decreasing order of the applications, according to the value of the overall score obtained, which includes the "ordered list of applications (eligible and ineligible)" and the "list of applications approved for funding".
10. The selection of applications that may be awarded funding will be made according to the ordered list of eligible applications until the amount available for funding is exhausted.
11. The communication of the decision to the applicant entities shall be made at the latest 25 days after the end of the period for the submission of applications by the contact e-mail address indicated in the application.

Article 11

Prior hearing, approval and communication of the decision to applicant organisations

1. The right of the interested parties to a prior hearing shall be carried out in writing within 10 working days from the date of notification of the proposal for a decision, through the contact e-mail address indicated in the application under the terms of Article 121 and following of the Administrative Procedure Code.
2. Once the provisions of the previous number have been complied with, the Evaluation Committee shall draw up a reasoned Final Report, in which it considers the observations of the candidates made under the right of prior hearing, maintaining or modifying the content and conclusions of the preliminary report.
3. The Evaluation Committee may also propose the exclusion of the applications if it verifies the occurrence of any reason related to the formal verification of the admission requirements of the candidate entities and the applications.
4. After publication of the results, the applicants will be notified of the final decision regarding the applications and, to that end, the Final Report will be made available.

Article 12

Contract

1. Once the provisions of the previous number have been complied with, the Fund shall enter a contract with each of the beneficiaries, within a period of no less than 10 (ten) working days from the date of notification of the Final Report.
2. For the purposes of signing the contract, the entities shall be notified to, within five working days, send the following documentation:
 - a) Declaration of consent to consult the tax and contributory situation of the beneficiary entity, in relation to the tax administration and social security, respectively.
 - b) Certificate from the VAT Office, proving the framework of the beneficiary entity and of the activities to be developed within the project, in terms of the regime of deduction of the VAT borne with the investment foreseen in the project or proof of the request to the VAT Office.
 - c) Other documents related to the payment of the funding.
3. The non-submission of the above-mentioned documents within the deadline indicated shall result in the forfeiture of the right to the award of the funding, unless the entity demonstrates with justification that such impossibility is not imputable to it.
4. After receiving the documents indicated in number 2, a contract shall be signed establishing the specific financing conditions.
5. The Fund shall give at least 5 (five) working days' notice of the date, time and place where the contract will be signed, using the contact e-mail address indicated in the application.
6. The right to grant funding shall expire if, for reasons attributable to it, the beneficiary entity does not appear on the day, time and place set for the signing of the contract.

Article 13

Deadline for the Execution of the Project

Applications subject to financing under the Fund must complete all activities within 120 (working) days after the signing of the contract.

Article 14

Project Implementation Report

1. Applications approved for funding must submit a Final Project Implementation Report within 20 days after the closing date of the project, demonstrating the implementation of all proposed activities as well as all materials produced. All actions developed, results obtained (quantify) and other relevant information that demonstrates the impact of the project in relation to the objectives must be explained.
2. The report must not exceed 5 A4 pages, written in minimum font size 11 and multiple line spacing of 1.15, and be accompanied by annexes that support the explanation of the results (photographs, materials produced, videos, certificates, etc.).

Article 15
Eligible expenses

1. Eligible expenses of the project are those that are incurred within the scope of the project and comply with the following criteria:

- a) They are indicated in the estimated global budget of the application;
- b) They occur between the first and the last day of the project implementation, as specified in the contract;
- c) They must be proportional and necessary for the implementation of the project;
- d) Used for the sole purpose of achieving the project objective(s) and expected results, in a manner consistent with the principles of economy, efficiency and effectiveness;
- e) They must be identifiable and verifiable, in particular through their accounting record, and determined in accordance with national accounting standards and general accounting principles;
- f) They comply with the requirements of tax and contributory legislation.

2. Actual expenses are all those whose costs have been invoiced, paid and delivered (in the case of goods) or carried out (in the case of services or works).

3. Satisfying the principles foreseen in number 1 of the present Article, the following expenses of the beneficiary entities are eligible:

- (a) Costs of acquiring equipment with particular compliance with the principles of economy, efficiency and effectiveness;
- b) Costs related to hiring services for project implementation and expense certification purposes;
- c) Costs directly resulting from the correct implementation of the project contract.

4. Apart from expenses that do not meet the eligibility principles provided for in number 1 of this Article, the following expenses shall be considered ineligible:

- (a) Current consumption or operating expenses, as well as expenses associated with the human resources of the beneficiary entities;
- b) Interest and charges related to bank debts or loans and late payments;
- c) Charges with financial transactions and other purely financial costs, except those related to costs of financial services imposed by the project contract;
- d) Reserves for losses or potential future liabilities;
- e) Value Added Tax (VAT), when recoverable;
- f) Costs covered by other sources of financing;
- g) Fines, penalties and litigation costs;
- h) Excessive or inadequate expenditures for previously established purposes;
- i) Expenses with the acquisition of land and buildings.

Article 16

Payment conditions

1. The approved financing is attributed under the following conditions:
 - a) Up to 60 % following the conclusion of the contract and made available within 30 (thirty) working days;
 - b) 40% after the execution of the project under the conditions defined in the following paragraphs.
2. The final payment request shall be made upon delivery of the Final Project Implementation Report, indicated in Article 14, accompanied by the invoices and payment receipts associated to the respective actions foreseen in the application.
3. The financing aims at reimbursing the eligible costs actually paid.
4. The Fund shall have 10 (ten) working days to validate and approve the Project Implementation Report.

Article 17

Withdrawals

1. The withdrawal of an application must be communicated in writing to the AdaptCascais Fund.
2. If an application is withdrawn during the scrutiny, evaluation and selection stage, it shall be removed from the list of accepted applications.
3. If an application eligible for funding is withdrawn after the Final Report on the Evaluation of Applications has been approved, it may result in the selection of the best placed application among the eligible unfunded applications.
4. The withdrawal of an application after the signing of the financing contract constitutes a situation of breach of contract.

Article 18

Non-compliance

Non-compliance with the conditions specified in this Regulation and in the contract to be signed, as well as failure to use the funding or its incorrect use, shall result in the return of the funding.

Article 19

Additional clarifications

Requests for information or clarifications should be addressed to the e-mail address geral@cascaisambiente.pt

ANNEX I

Model for the assessment of applications

1. Overall assessment of the applications

The technical quality, coherence and rationality of the application submitted shall be evaluated, namely if the application is well structured and contains the resources (physical, financial and human) necessary to achieve the objectives pursued (Article 1, no. 3 and 4 of the Regulation), justification of the implementation plan to the programme's objectives and the alignment with the typologies presented (Article 3 of the Regulation), qualification and suitability of the team and the technical quality, relevance and coherence of the proposed activity plan.

The evaluation of the applications will be carried out according to the criteria and respective weighting coefficients that are equitable (25%).

Weighting	Criteria	Potencial Score
25%	C1 — Relevance and alignment of the application with the objectives and typologies of the Fund	
Description	The project is not properly aligned with the general and specific objectives, or the typologies set out in Article 3 of this Regulation	1
	The project is properly aligned with the general and specific objectives and with the typology to which the application refers. However, the adequacy of the proposed intervention vis-à-vis the municipality climate vulnerabilities is not duly demonstrated	2,5
	The project is properly aligned with the general and specific objectives and with the typology to which the application refers. The intervention proposal is adequate in relation to the municipality's climate vulnerabilities. However, it does not explore the most efficient solutions, valuing ecosystems, the population or the natural heritage.	4
	The project is properly aligned with the general and specific objectives and with the typology to which the application refers. The intervention proposal is appropriate given the climate vulnerabilities of the territory in question, being structural in nature or using ecosystem-based services and enhancing the awareness of the civil or professional community in the sector.	5
25%	C2 - Soundness of concept and alignment with PA3C2	
Description	The project does not contribute to the principles of PA3C2 measures or climate scenarios.	1
	The proposed activities are adequate to that defined in PA3C2, but there are shortcomings in terms of detail, justification, adequacy in relation to climate scenarios or in the structure of the activities to be developed	2,5
	The alignment of the proposed activities is clear in relation to that defined in PA3C2, and they are aligned with the defined objectives. However, it is not duly demonstrated that the results or impacts of the project are significant.	4
	The alignment of the proposed activities is clear in relation to that defined in PA3C2, being well detailed, reasoned, structured and appropriate to the pursuit of the objectives and climate scenarios defined. The results and impact of the project are significant.	5
25%	C3 — Adequacy of schedule and physical and financial means involved in the project	
Description	There is no information that allows inferences about the parameter under analysis and/or there is no adequacy of physical or financial means to the development of the project.	1
	The physical and financial means involved in the project are adequate to achieve the objectives, but there are weaknesses in their identification and reasoning.	2,5
	There is a reasoned identification of the physical and financial means involved in the project, supporting their suitability for the proposed activities to achieve the objectives.	4
	There is reasoned identification of the physical and financial means involved in the project, including those necessary for possible contingency measures in view of the risks related to the implementation of the project and a demonstration of the efficient use of resources.	5

25%	C4 — Population covered and benefited by the project	
Description	The application does not duly demonstrate the impacts of the project on society within the typologies addressed	1
	The application demonstrates that the project will have little significant impacts on society within the scope of the typologies addressed	3
	The application demonstrates that the project will have relevant impacts on society within the scope of the typologies addressed.	5

ANNEX II

Commitment of Honour

1 - [Full name], [Civil identification document number], [Personal/professional address], [Post code], as a legal representative of [Identification of the applicant entity], declares, under oath of honour, that its represented, [Legal entity identification document number], [Head Office], [Post code], having taken full and perfect knowledge of the Programme "AdaptCascais Fund" from the Municipality of Cascais, approved in the Town Hall Meeting on the date XXXXX is in conditions and resources to implement the proposal presented.

2 - Has fulfilled its obligations regarding Social Security contributions in Portugal and Finance (if applicable).

3 - The declarant is also fully aware that the non-submission of the documents requested in the terms of the previous number, for any reason that can be imputable to him/her, determines the forfeiture of the financing approval decision that may eventually fall upon the presented proposal.

4 - The declarant is fully aware that the provision of false statements implies, depending on the case, the exclusion of the application submitted or the expiry of the decision of approval of the financing that may eventually fall upon it, without prejudice of the participation to the competent entity for the purposes of criminal proceedings.

5 - Also declares that he/she renounces to any special jurisdiction and submits himself/herself, in all matters concerning the execution of the referred contract, to the provisions of the applicable Portuguese legislation.

Place, Date

Signature