Regulations Governing Competitive Grants for Congresses in the Fields of Portuguese Language and Culture

2016

Introduction
The Calouste Gulbenkian Foundation (Foundation) through the Gulbenkian Program for Portuguese Language and Culture (PGLCP) is issuing a call for proposals for grants to be awarded for organising scientific meetings in the fields of Portuguese Language and Portuguese Culture conducted by either Portuguese or foreign organisations.
Proposals designed to encourage the development of studies in the field of Humanities demonstrating innovative approaches to topics that are important for consolidation, progress and dissemination of knowledge in the areas covered by these regulations will be considered for funding. The initiatives should be able to serve as models that can contribute towards benchmarking in their respective areas of study.
The Foundation lends its support in the form of co-funding the organisation costs of the initiatives or the publication of the respective proceedings. Initiatives seeking to secure full funding are therefore excluded.

Article 1
Object
1. These regulations set forth the conditions under which applications for grants from the Foundation seeking the organising of congresses, colloquia, conferences, seminars and other scientific meetings, hereinafter designated “congresses”, in the fields of Portuguese Language and Portuguese Culture, as well as for the publication of the respective proceedings are to be submitted.
2. The following fields of study will be considered:
a) In the area of Language, initiatives in the fields of Portuguese Linguistics, Philology and Didactics.
b) In the area of Culture, initiatives in the field of Humanities, namely History, Art Studies, Literature, Philosophy and Cultural Studies.
Article 2

Eligible candidates
1. Public and private institutions of higher education, research centres and other similar entities, both Portuguese and foreign, are invited to submit proposals.
2. In the case of congresses to be organised in association with various institutions, the responsibility of each one must be specified and the organisation applying for the grant (grant recipient) has to be identified.
3. The grant recipient shall be responsible for coordinating the initiative and shall serve as the interlocutor with the Foundation on behalf of all the participants.
4. Only those proposals submitted by the institutions responsible for organising the congress will be considered.

Article 3

Admissibility and eligibility
1. Congress applying for funding must take place within 12 months of the date on which the Foundation notifies the grant recipient.
2. Proposals from organisations that are in a situation of unjustified default with respect to the Foundation’s regulatory requirements regarding the submission of implementation and financial reports, or related to the return of surplus balances from previous projects are not accepted.

Article 4

Financial support
1. The amount of financial support to be awarded will be determined by the Foundation; however, the amount shall not exceed €5,000.00 (five thousand euros) per approved proposal.
2. Once the proposal is approved, the grant recipient shall sign an Acceptance Agreement, provided by the Foundation, in accordance with the terms of Article 9-4. of these regulations, in which the organisation agrees to assemble all the remaining funds necessary to carry out the initiative under the approved terms.

Article 5

Eligible expenses
1. Eligible expenses are limited to reasonable costs incurred by the grant recipient, must arise exclusively from implementing the initiative and deriving from its nature, and should be in keeping with the objectives of the proposed activities.
2. Without prejudice to the previous item, eligible expenses funded by the Foundation may not be funded by any other organisation or program; i.e., double funding for the same expense is not allowed.

3. The following expenses are not eligible for funding:
   a) Permanent remunerations or professional fees
   b) Amortisation of equipment
   c) Equipment maintenance
   d) Acquisition or rental of spaces
   e) Debt servicing
   f) Subscriptions to periodicals
   g) Ongoing operational expenses of the institutions, e.g., water, electricity and gas consuming, among others
   h) Overheads

4. Without prejudice to the previous items, the overall and detailed budget must specify all the expenses allocated to the project.

Article 6

Proposal

1. The call for proposals will be published on the Foundation’s website and through other media channels that the Foundation deems pertinent.

2. The call for proposals will be held in March.

3. Proposals must be submitted to the Foundation, exclusively by electronic means, by the deadline stipulated in the notice announcing the call for proposals.

4. Only proposals that meet the requirements set forth in these regulations and which are submitted on the application form made available on the Foundation’s website www.gulbenkian.pt will be accepted. The form must be properly filled in and be accompanied by:
   a) A statement signed by a person who is legally authorised to bind the candidate organisation and any other institution involved, approving the congress
   b) List of participants, title and themes of their presentations
   c) Programme for the congress, even if it is tentative
   d) Target audience
   e) Other organisations sponsoring the congress and correspondent amount
   f) Curriculum vitae of the researchers and any other specialist involved in the project.

5. A summary of the initiative, which is to be filled in on the form, must be submitted in Portuguese or in English, and must be no longer than 700
characters. The Foundation may decide to post the summary on its website or on any other, defined by the PGLCP.

Article 7
Selection and evaluation
1. The Foundation verifies that the formal admissibility and eligibility requirements of the congress have been met.
2. Proposals that are not properly completed by the date of selection will not be considered for evaluation.
3. The proposals are evaluated by the PGLCP with the assistance of renowned specialists in the field.
4. For each proposal selected, the Foundation may recommend possible changes.
5. During the selection and evaluation process, collaboration between initiatives may also be recommended, as well as adjustments in the funding to be awarded.

Article 8
Evaluation criteria
1. When evaluating proposals, the following criteria will be considered:
   a) Suitability of the initiative in relation to the objectives referred on the call for proposals, as defined in Article 1, namely with respect to the scientific quality and merit of the researchers and of any other specialist involved, and their international background
   b) Appropriateness of the costs presented
   c) Scientific merit, originality, planning, organisation, publicising, expected results, namely with respect to scientific activity (publications, proceedings), and dissemination of the results
   d) Relevance of the congress, timeliness of the topics addressed, multidisciplinarity and importance to other topic areas, particularly with respect to planning and carrying out future activities
   e) Absence of overlapping objectives with respect to other projects underway
6. Preference will be given to proposals that involve collaboration between institutions, thus enabling efficient use of resources and maximising the impact of the initiatives to be undertaken.
Article 9
Decision-making process
1. After the call for proposals is closed, under the terms of Article 6-2., the Foundation shall conclude the approval process within 30 days.
2. All organisations that have submitted a proposal will be notified of the decision, and the list of approved congresses will be posted on the Foundation's website.
3. The decision taken by the Foundation will be final and no type of appeal or complaint will be considered.
4. After notice of approval, the Acceptance Agreement should be authenticated by the grant recipient’s legal representative and submitted electronically to the Foundation within 20 days.

Article 10
Amendments to the project
1. Future changes to the project approved by the Foundation should be authorised by the PGLCP.
2. Any request for amendments to the project must be formalised by filling in the respective form which should be electronically submitted. It should also include detailed information justifying the need for the change.

Article 11
Payments
1. Grant payments are made to the grant recipient by bank transfer.
2. After receiving the Acceptance Agreement, the Foundation will inform the grant recipient of the payments dates.
3. Notwithstanding the provisions set forth in the previous item, and regardless of the amount of funding approved, the grant recipient will only receive the amounts corresponding to eligible expenses actually paid and duly justified.
4. If the payments made under the terms of the previous items exceed the amount of expenses actually paid, the grant recipient shall return the surplus to the Foundation.

Article 12
Obligations of the grant recipient
1. All contacts with the Foundation regarding the congress should be made through myfile.
2. The grant recipient shall submit a detailed report after the congress has been closed. The report should include photos, leaflets, and press file if applicable, etc.
3. The report shall consist of two parts – a report of the activities carried out and a financial statement.
4. The grant recipient shall grant the Foundation the right to publish the approved initiative and its general conclusions.
5. The grant recipient agrees to deliver to the Foundation five copies of the proceedings of the congress.

Article 13
**Monitoring and control**

1. Approved initiatives may be subject to monitoring and control by the Foundation or by other entities it may appoint for that purpose.
2. The project dossier, which is to be kept at the recipient organisation, must include the following items:
   a) The application form and correspondent appendices
   b) Notice of the approval
   c) Acceptance Agreement
   d) Request for amendment to the congress and its approval, if applicable
   e) Project implementation timeline (activities and financial)
   f) Copies of expense documents related to the overhead costs of the project
   g) Documentation of any publicity material produced for the project
7. The technical-financial file must be kept up-dated

Article 14
**Information and publicity**
The grant recipient must mention the Foundation’s funding of the congress throughout the process of its organisation as well as in all promotional materials produced, which should display the Foundation’s logotype.

Article 15
**Termination of the funding agreement**

1. The Foundation may cancel the funding awarded to the congress for reasons imputable to the grant recipient, namely for breach of these regulations or the commitments made to the Foundation, or for refusal to provide relevant information.
2. If the agreement is rescinded, the grant recipient is obliged to return to the Foundation the amounts already paid within 60 days starting on the date of receiving notice of the termination.
Article 16

**Clarifications and contacts**

Answers to any question regarding this regulations may be obtained through the PGLCP. Contacts:

- Phone number: (+351) 217 823 554
- E-mail address: acantunes@gulbenkian.pt

Article 17

**Final provisions**

In situations not covered by these regulations, the decision made by the Foundation shall prevail.