

ScaleUp Porto
Support for Entrepreneurship, Innovation and Technology
Contest Program

Article 1
Object and Objectives

1.1. The open call, onwards referred to as "Program", was created by the Porto Municipality (with taxpayer number 501 306 099 and address at Praça General Humberto Delgado 4049-001 Porto, Portugal) within the framework of the ScaleUp Porto strategy. The goal is to challenge the community of Entrepreneurship, Innovation and Technology of the city to contribute to a more active and dynamic ecosystem. The Program consists on supporting entities that promote and dynamize the community, thus increasing the impact of their activities.

1.2. The objectives of the Program are to contribute to:

- a) Stimulate the entrepreneurial culture through a more dynamic and active community;
- b) Increase networking opportunities and sources of knowledge in the city;
- c) Dynamize the technological, startup and scaleup community of the city.

Article 2
Eligibility / Candidates

2.1 Any legal persons, national or foreign, with delegation or head office in Porto, already legally constituted, may apply for the Program.

2.2 Candidates can submit one or more activities to the tender activities, happening in the Municipality of Porto, which will contribute to at least two of the objectives proposed in article 1 of this program. The application must substantiate the contribution of the activities to achieve these goals.

2.3 Each entity may submit one or more applications.

2.4 Entities associated with the Program Jury, Porto City Council and the partners responsible for the ScaleUp Porto. initiative are not eligible.

2.5. Activities that benefit from other support granted by the Municipality of Porto are also not eligible.

Article 3
Support modalities

- 3.1. The Program will support the selected activities up to a maximum amount of 70,000 euros (value free of VAT), granting a maximum value of 10,000 euros (VAT exempt value) per application;
- 3.2. The allocated support may not be equivalent to the entire budget submitted;
- 3.3. Any and all support granted to the selected applications will be solely and exclusively used in carrying out the proposed activities that will occur until December 31, 2018.
- 3.4. The Municipality of Porto reserves the right not to allocate the totality of the available value, or even any support, if the quality of the applications does not fulfill the objectives described in point 1.2.
- 3.5. The support will be granted through the conclusion of an agreement, which will state the duties of the beneficiary.

Article 4

Application Process

- 4.1. Applications must be submitted through the form available on the contest page on ScaleUp Porto. website (<http://scaleupporto.pt/>).
- 4.2 Applications must be submitted on the dates and in the other terms stated in the application notice.

Article 5

Declarations and guarantees

- 5.1 Each candidate declares and guarantees that:
 - a) The submitted application complies with the requirements of originality and was not subject to plagiarism;
 - b) Authorizes the City Council of Porto, free of charge, to use, in whole or in part, its name, its image, and the reference to the activities with the purpose of promoting them, in any part of the world and by any means, as well as the insertion in promotional materials;
 - c) Provides all necessary information on the implementation of the activities;
 - d) Does not hold the Porto City Council responsible for any accident or damage that may occur during the activities;
 - e) Cooperates with the City Council of Porto to jointly communicate the activities, always referring the support of the program as follows:
 - a. Written communication: Activity X, "supported by the ScaleUp Porto initiative," ...
 - b. Graphic materials / websites: inclusion of the ScaleUp Porto. and Porto. Logos according to manual to be made available.
 - f) It will share a report of the results in digital format, which must include:

- a. Activity Name
- b. Date of realization
- c. Activity Executive Summary
- d. Agenda and list of speakers and guests
- e. Profile of the Participants (to be adapted according to the typology of the initiative):
 - i. Number
 - ii. Description of profiles
- f. Evaluation of results comparing with established indicators and metrics
- g. Report of accounts
- h. Photos and video report
- i. Participants feedback report

g. It undertakes to return, at the time of delivery of the report referred to in the previous paragraph, the amount attributed to the activity that is not necessary if the contractual amount exceeds the amount of the actual expense.

Article 6 Exclusion

In case the applications are incorrectly instructed, the jury will notify the candidates within 3 (three) working days, so the applicant can provide explanations or present the missing documents, otherwise the application will be excluded.

Article 7 Announcement of candidates

The definitive list of candidates is notified to all candidates and disclosed on the institutional website of the Municipality and in a public notice to be posted in the Municipal Office.

Article 8 Evaluation and selection of applications

8.1. Applications will be evaluated according to the following criteria:

- a) Rigor and presentation of the application - C1 (10%);
- b) Relevance and impact of the proposed activities - C2 (40%);
- c) Capacity and experience of the entity to carry out activities- C3 (20%);
- d) Adequacy and justification of the budget – C4 (30%).

8.2 The evaluation will pass through an evaluation committee (Jury), consisting of five effective elements and two alternate elements, appointed by the Porto City Council.

8.3 The evaluation scale to be used by the jury will be from 1 to 5 with the following meaning:

- 1 - Weak. The criterion is inadequately addressed and reveals serious weaknesses;
- 2 - Reasonable. The criterion is duly addressed however serious weaknesses are identified;
- 3 - Good. The criterion is well addressed however weaknesses are identified;
- 4 - Very good. The criterion is very well addressed and only small weaknesses are identified;
- 5 - Excellent. The criterion is very well addressed and no relevant weaknesses are highlighted.

8.4 The final grade to be awarded to each application will be calculated by the average of the final marks of each member of the Jury for the same application. The grade of each member of the Jury is calculated by the following formula:

$$\text{Note by application} = C1 \times P1 + C2 \times P2 + C3 \times P3 + C4 \times P4 + C5 \times P5$$

C - Evaluation criteria

P - Weight according to the evaluation scale defined in Article 8.3

8.5 The Jury's decision is final and no negotiation will be accepted.

Article 9

Preliminary Evaluation Report

9.1 Once the analysis referred to in the previous clause is completed, the jury will prepare a preliminary report with the identification of the proposals, respective scores and rationale.

9.2 The preliminary report shall be notified to all interested parties so they can give their opinion on a prior hearing, pursuant to articles 121 and 122 of the Code of Administrative Procedure.

9.3 Candidates who will be awarded, will be notified to submit the following documents within 10 (ten) working days:

- a) A copy of the document of incorporation of the corporate body and its by-laws, duly updated, as well as a copy of the minutes that prove the current corporate bodies, or, if subject to commercial registration, a copy of the commercial registration certificate with all the records in force;
- b) A statement issued according to the model in Annex II to the Public Contracts Code;
- c) Criminal record for the purposes of public procurement;
- d) Declaration of the regularized situation regarding taxes from the Tax Authority;
- e) Statement of the regularized situation regarding Social Security contributions.

9.4. Failure to submit the documents referred to in the previous paragraph, within the time limit, shall determine support to the candidate placed in the subsequent place, who will be notified to submit documents in the same terms.

Article 10
Final Report - Proposed allocation of support

After the deadline of the prior hearing and after the documents referred to in number three of the previous article are received, the jury prepares a reasoned proposal to submit to the determination of the City Council, with the identification of the selected proposals and respective support to be attributed.

Article 11
Determination of support allocation

11.1. It is the responsibility of the City Council to deliberate on the applications eligible for the support, upon proposal of the jury.

12.2. The Municipality of Porto reserves the right not to allocate all the support provided in case there are no sufficient applications that justify attribution.

12.3. The resolution by the City Council of the candidatures that will receive the support is notified to all the candidates, with the list of approved applications.

Article 12
General provisions

12.1. The City Council of Porto has the right to change the present program at any time, giving notice of the modifications to the candidates;

12.2 The Porto City Council may withdraw any support if the entity that received it is involved in any activity considered:

- a) Fraudulent or Illegal;
- b) That may harm the Porto City Council or its Partners, or its name and reputation.

12.3 The Porto City Council reserves the right to request interruption of all communication actions that do not comply with the rules and due authorizations.

12.4. The situations not contemplated in this competition program will be duly analyzed and defined by the Porto City Council.

12.5. The Porto City Council can not be held liable for the eventual cancellation or alteration of this Program due to majeure force.

Article 13
Omissions

The cases absent in this competition program will be decided by the jury.