

ScaleUp Porto
Support for Entrepreneurship, Innovation and Technology
Contest Program

Article 1
Object and Objectives

1. The call for activities, 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.
2. The Program consists in supporting entities that promote and activate the community, thus increasing the impact of their activities.
3. The Program has the objective of contributing to:
 1. Development of technology-based entrepreneurship education initiatives and support for ideation and the development of business ideas.
 2. Development of studies, mapping and assessments of the ecosystem that allow a greater understanding of it.
 3. Development of knowledge sharing and training initiatives for startups' teams in their various stages of development.
 4. Development of initiatives to promote and boost technological communities.

Article 2
Eligibility / Candidates

1. Any legal persons, national or foreign, legally constituted, may apply for the Program, if they:
 - a) have their situation regularized in relation to taxes owed to the Portuguese State, as well as to Social Security contributions;
 - b) are not, for any reason, in a default situation before the Municipality of Porto.
2. Candidates can submit one or more activities to the Call, to be promoted in the Municipality of Porto, which will contribute to at least one of the objectives proposed in article 1 of this program.
3. The application must substantiate the contribution of the activities to achieve these objectives.
4. Each entity may submit one or more applications. All submitted applications will be evaluated but only the best score of each entity will be considered for selection.
5. Entities that have benefited from the support of the Call in the previous year may apply, but activities that have benefited from the support of the Call in the previous year will not be considered eligible;
6. Activities that benefit from other support granted by the Municipality of Porto are not eligible.

Article 3
Support modalities

1. The Program will support selected activities in four areas directly related to the objectives of the Program:

- a) Development of technology-based entrepreneurship education initiatives and support for ideation and the development of business ideas.
- b) Development of studies, mapping and assessments of the ecosystem that allow a greater understanding of it.
- c) Development of knowledge sharing and training initiatives for startups' teams in their various stages of development.
- d) Development of initiatives to promote and boost technological communities.

2. 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 (value free of VAT) per application;

3. The assigned support may not be equivalent to the entire budget submitted;

4. Any and all support attributed to the selected applications will be used solely and exclusively to carry out the proposed activities, covering direct costs with the organization, excluding costs related to the human resources of the entity responsible for the selected activity;

5. The selected activities must take place within 1 (one) year after the signature of the contract with the Municipality of Porto;

6. The Municipality of Porto reserves the right not to allocate the totality of the support available, or even any support, if the quality of the applications does not fulfill the objectives described in point 1;

7. The support will be granted through the conclusion of an agreement, which will state the duties of the beneficiary.

Article 4
Jury

1. The jury of the contest is designated by the City Hall of Porto and consists of seven individuals of recognized merit in the area of this contest, with five effective members and two substitutes.

2. The jury shall begin the exercise of its functions on the business day following the dispatch of the notice of the competition for publication. It shall be responsible for selecting, analyzing and evaluating applications in accordance with article 9 of this Program.

3. The jury can only deliberate when the number of members present in the meeting corresponds to the number of effective members.

4. The deliberations of the jury, which must always be justified, are taken by majority vote, and abstention is not allowed.

5. The jury may appoint a secretary.

6. The members of the jury are subject to the regime of impediments provided in the Code of Administrative Procedure.
7. In the event of any circumstance liable to constitute an impediment, the member of the jury shall be replaced, in the examination of the application in question, by a member of the substitute jury.
8. If it is not possible to analyze an application pursuant to paragraph 3 of this Article, due to impediment of the members of the jury, new members shall be appointed for this purpose.

Article 5

Application Process

1. Applications must be submitted through the form available on the contest page on ScaleUp Porto website (<http://scaleupporto.pt/>).
2. Applicants must apply to one of the four areas according to Article 3 of the presented program.
3. Applications must be submitted on the dates and in the other terms stated in the application notice.

Article 6

Declarations and guarantees

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 Porto Municipality, 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 Municipality responsible for any accident or damage that may occur during the activities;
 - e) Cooperates with the Porto Municipality to jointly communicate the activities, always referring the support of the program as follows:
 - i. Written communication: Activity X, "supported by the ScaleUp Porto initiative," ...
 - ii. Graphic materials / websites: inclusion of the ScaleUp Porto logo;
 - iii. Sharing of materials for approval and communication coordination before promotion.
 - f) Will share a report of the results in digital format, which must include:
 - i. Activity Name
 - ii. Date of realization
 - iii. Activity Executive Summary
 - iv. Agenda and list of speakers and guests
 - v. Profile of the Participants (to be adapted according to the typology of the initiative):
 - a. Number

- b. Description of profiles
- vi. Evaluation of results comparing with established indicators and metrics
- vii. Report of accounts
- viii. Photos and video report
- ix. Participants feedback report

g. Commits 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 7

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 any missing documents, otherwise the application will be excluded.

Article 8

Announcement of candidates

The final list of admitted and excluded candidates is notified by electronic mail to all applicants and disclosed on the institutional website of the Municipality and in a public notice to be posted in the Municipal Office.

Article 9

Evaluation and selection of applications

1. Applications will be evaluated by the Jury according to the following criteria:
 - a) Precision and presentation of the application - C1 (10%);
 - b) Relevance and impact of the proposed activities for the area in which the application is submitted - C2 (40%);
 - a) Competence and experience of the entity to carry out activities- C3 (20%);
 - b) Adequacy and justification of the budget – C4 (30%).
2. The evaluation scale to be used by the jury will go from 1 to 5 with the following meanings:
 - 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.

3.Applications will be classified and ranked in descending order, starting with the highest score for each of the four areas. 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:

Note by application = $C1 \times P1 + C2 \times P2 + C3 \times P3 + C4 \times P4 + C5 \times P5$, where:

C - Evaluation criteria

P - Weight according to the evaluation scale defined in the previous number

4. Only those applications that obtain a final grade equal to or higher than 3,70 will be eligible for support.

5. The granting of financial support to applications will be carried out by series of awards that will respect the following rules:

- a) A series translates into the identification and ranking of the application with the highest score for each area to which support has not yet been allocated;
- b) In each series, one for each area, applications are ranked in decreasing order of their grade, with the support attributed in that order;
- c) After granting support in a series, a new series begins with the next application from each area, in accordance with point 4 of this article;
- d) The exercise of granting support ends when the available financial support is exhausted;
- e) If any of the areas does not present applications with a grade equal to or higher than 3,70 for a given series, only the remaining areas will be considered for attribution of support.

In the table below, there is an example of the selection process, where the activities in bold would receive the support, considering a maximum of 7 (seven) selected applications.

	Area 1	Area 2	Area 3	Area 4
Serie 1	4,90	4,70	4,80	4,40
Serie 2	4,60	3,80	3,65	3,70
Serie 3	4,50	3,70	3,50	3,45

6. The procedure for the selection of applications is not subject to negotiation with the respective entities.

Article 10

Preliminary Evaluation Report

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.
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.
3. Selected candidates, who are identified in the report, 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 declaration 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) Declaration of the regularized situation regarding Social Security contributions.
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 11

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 12

Determination of support allocation

1. It is the responsibility of the City Council to deliberate on the applications eligible for support, upon proposal of the jury.
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.
3. All entities submitting applications under this Program are notified of the decision of the Porto Municipality, through which the allocation of the grants to the selected entities was determined, with the identification and submission of the list of approved applications.

Article 13

General provisions

1. The Porto Municipality has the right to change the present program at any time, giving notice of the modifications to the candidates, identifying the reasons that motivated alterations.
2. The Porto Municipality 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 Municipality or its Partners, or its name and reputation.

3. The Porto Municipality reserves the right to request interruption of all communication actions that do not comply with the rules and due authorizations.
4. The Porto Municipality cannot be held liable for the eventual cancellation or alteration of this Program due to majeure force.

Article 14
Doubts and Omissions

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