

## **The “AreeiroEmpreende” Program Set of Rules**

The AreeiroEmpreende is a program from the Professional Insertion Office (GIP) of the Areeiro Parish Council (JFA), with the goal of promoting up to 5 projects from Instituto Superior Técnico’s (IST) students, to implement new ideas or products still in development but with potential to become a successful business, able to bring gains to the local community of the civil parish.

The JFA, as this program’s promoter entity, wishes to support the creation and implementation of new ideas of business in the Areeiro civil parish, sharing expenses in needed resources and services acquisition up to 5000€ and negotiating partnerships within the community for the project’s implementation, allowing the testing of products and services through the celebration of collaboration agreements with public or private entities from all the local economy’s sectors.

In this regard, this document aims to regulate the AreeiroEmpreende Program’s applicant’s participation and its procedures.

### **Article 1.º (Objectives)**

1. The AreeiroEmpreende Program has as its main goal to support and monitoring up to 5 innovative IST student’s projects that can be beneficial to the civil parish’s population, that can create or improve new technologies or emerging small scale businesses, with specific focus on the project’s that wish to develop the following strategic areas: active ageing; Health in old age/ Geriatrics; Mobility; Smart/Ecological Cities; local businesses; Local services; Civic and Community involvement.
2. Regarding the stated above, this Program aims to enable applicants to start a project, to acquire the skills and means to implement it, to test the economic feasibility of a product or service, through its implementation in the local community or in the local authority, with the support of the Parish Council.

## **Title I (Intervening Parties)**

### **Article 2.º (Junta de Freguesia de Areeiro)**

1. The Junta de Freguesia de Areeiro, or Areeiro Parish Council (JFA) it’s the promoter of the AreeiroEmpreende Program, and therefore, approving these rules.
2. It’s the JFA role, within the AreeiroEmpreende Program to:
  - a) Designate their representatives to the Joint Commission;
  - b) Nominate the Joint Commission;
  - c) Approve the projects admitted to the Joint Commission;
  - d) Conclude the project’s implementation agreements;
  - e) In omitted cases of these rules, issuing an opinion binding or amend this program.

**Article 3.º**  
**(Instituto Superior Técnico)**

The Instituto Superior Técnico (IST) is the major partner of the JFA in the AreeiroEmpreende Program.

**Article 4.º**  
**(Joint Commission)**

1. The establishment of the Joint Commission will be nominated by the JFA, consisting of an even number of elements from the local authority and the IST, which should be for these suggested.
2. The Joint Commission may advice from public and private entities, or prominent personalities from the business or academic environment or from the civil society, whose actions can contribute for the successful development of the projects within the program.
3. The Joint Commission is competent to:
  - a) Review, evaluate, admit or exclude applications, in accordance with the present rules.
  - b) Notify and summon the applicants for any clarifications related to the application or the project's status, along the lines of article 14, in accordance to the Title III.
  - c) Analise and comment on the bimonthly reports delivered by the applicants to the GIP.
  - d) Propose to the JFA the admitted projects to be approved under the he AreeiroEmpreede Program.
4. The Joint Commission is sovereign in its decisions regarding the application's evaluation, therefor having the authority to call upon objective and subjective reasons to admit or exclude projects and funding.
5. The Joint Commission has the authority to approve funding to the projects, within the overall amount and for the specific purposes approved by the JFA.

**Article 5.º**  
**(JFA's Professional Insertion Office)**

1. It is the Professional Insertion Office (GIP) role to:
  - a) Receive the applications, redirecting them to the Joint Commission
  - b) Give the proper information to the applicants regarding the intervening parties and the Program, help in the necessary preparations for the project implementation with the applicants and other partners, to draft the implementation agreements and support the implementation, collaborating with the applicants and receiving the necessary implementation reports.
  - c) Perform the secretary functions of the joint Commission.

**Article 6.º**  
**(Applicants/Participants)**

1. Natural persons can participate individually or in groups, provided that they consist of, at least, more than 50% of IST students, who's objective is to implement, explore or test a business idea.
2. Applicants from the Parish Council, its staff, members of the Joint Commission and their relatives in direct line may not apply.
3. In the present Set of Rules, the applicants whose projects were admitted by the Joint Commission will be referred to as Participants.

**Title II**  
**(Applications)**

**Article 7.º**  
**(Scope)**

1. The application will have as its objective the presenting of a project to implement under the AreeiroEmpreende Program.
2. In the framework described above, it is regarded as "project" the implementation, for 6 months period, of a set of steps intended to create, develop or test a product or service from a business idea presented by the applicants.
3. There'll be considered as eligible those projects seen as reliable and within the following strategic areas, except in the cases the Joint Commission recognize an obvious interest for the local community and/or Civil Parish:
  - a. Active aging;
  - b. Health in old age/ Geriatrics;
  - c. Mobility;
  - d. Smart/ Ecologic Cities
  - e. Local business;
  - f. Local services
  - g. Civic and Community participation
4. The Projects should be susceptible of giving rise to the appearance of a new product or service; a new production process; new market features or new attributes to an existing product or service types.
5. The projects presented in the application should be original, and have the applicants as its creators.
6. Every project implementation must have a maximum period of 6 months of implementation.

**Article 8.º**  
**(Formal Candidacy)**

1. The Projects must be composed by the Application Form, that will be available in the JFA's website, in accordance with article 14.º.

2. The Application Form must be accompanied by the following documents:
  - a. Every applicant's Curriculum vitae, as well as phone and email contacts.
  - b. Application Form, in accordance with article 9.º;
3. Applicants may add other additional items to the application, such as: videos, photos, prototype, models or other items able to show or better explain their idea.
4. The Application should be signed by every applicant, that will take full liability for their participation.

**Article 9.º**  
**(Application Form)**

1. The Application Form should contain the following:
  - a. The projects characterization and how it would be implemented under the AreeiroEmpreende Program, including the products and services placed on the market and the intended goals of its implementation in the civil parish.
  - b. An economic activity environment analysis and the advantages of the business idea regarding it.
  - c. A necessary partnership's description for the project's implementation;
  - d. The signed declarations, by every applicant, in annex to the form.
2. The Application form will be used as a provisory Implementation Plan, from which, after the proper adjustments to the community's reality, will lead to a final version.

**Title III**  
**(The Program's phases)**

**Article 10.º**  
**(Application submission)**

All applications should be delivered, by prior appointment, to the GIP, in the JFA premises from 15 to 31 of October.

**Article 11º**  
**(Evaluation procedure and admission)**

1. The Joint Commission will evaluate all the presented applications, verifying their eligibility for the Program, and doing so having in mind the civil parish interests, the feasibility of the projects within the maximum time frame and regarding the technical and funds needed. A support by project mentors, would they be IST professor, workers in that professional field or highly regarded personalities beneficial to the project will be valued, as long as their involvement is justified to and accepted by the Joint Commission.
2. The Joint Commission will complete its evaluation by summoning the applicants of the best projects to make a presentation, in pitch format. In this meeting, the Joint Commission can propose changes to the project in order to meet better standards for it to match the civil

parish needs and interests, allowing for a better suiting to its reality and, therefore, better implementation in the territory.

3. The applicants whose Projects are excluded by the Joint Commission will be notified of the fact, duly justified, by the GIP.
4. The admitted projects, to a maximum of 5, will be presented to the JFA for approval, as a Proposal accompanied by a report from the Joint Commission.
5. In the case of approval by the JFA, the admitted projects will be published, together with the notification of the exclusion of projects by the Joint Commission.

#### **Article 12º (Project's Implementation)**

1. After the JFA's approval, the GIP, together with the applicants, will write the AreeiroEmpreende Implementation Agreement draft, mentioning the JFA, the IST, the applicants, and if it applies, other mentoring or partner entities as parties, establishing all the respective obligations in the project's implementation.
2. This draft is then presented to the Joint Commission for validation, approving any changes to the project presented in the application, and if necessary due to the nature of the changes, redirect it to the JFA for approval.
3. After the implementation agreement is approved, the project may be implemented, and the GIP should support and accompany this implementation for its agreed duration.

#### **Article 13.º (Monitorization and completion)**

1. It's up to the participants, in close cooperation, to carry out the project in accordance with the implementation plan and to present to the Joint Commission a mid-project presentation reporting on the project's implementation.
2. Throughout the project, the participants may request to the Joint Commission the resources they see necessary to the project's implementation, within the agreed budget.
3. At the end of project's implementation period, the participants will have to present to the Joint Commission a final report, presenting the project's results and goals achieved, which they might be summoned to present in an event for that purpose, to which the date will be scheduled in due time.

#### **Article 14.º (Publication and Notification)**

1. All documentation and information regarding the AreeiroEmpreende's Program will be publicised in the JFA's website, in: (<http://www.jf-areeiro.pt/pt/gabinete-de-insercao-profissional>), including the necessary documents for application and the admitted and excluded projects.

2. Any contact made regarding the AreeiroEmpreende Program, such as complains or clarifications, with the exception of that made towards the GIP, should be done by e-mail to [gip@jf-areeiro.pt](mailto:gip@jf-areeiro.pt).

**Article 15.º**  
**(Final Provisions)**

1. The JFA and the IST:
  - a) Ensure the confidentiality of all the process regarding the applications and projects, in compliance with the GDPR, as well as the anonymity of the applicants from the excluded projects.
  - b) Reserves the right to withdraw any support to projects and participants involved in any activity deemed fraudulent or illegal, and the projects presented and subsequently implemented are to be in accordance with the legislation.
- 2- For any further clarification on this Set of Rules, contact the GIP or the Joint Commission through the means mentioned in nr 2 of art. 14.º.

This document is the translated version from Portuguese to English. In case of conflict between these two versions, the Portuguese version shall prevail.