



CÂMARA MUNICIPAL DE LISBOA

**LISBON SOCIAL EMERGENCY FUND REGULATIONS – PROVISION OF FINANCIAL SUPPORT TO PRIVATE SOCIAL SOLIDARITY INSTITUTIONS (IPSS) AND OTHER NON-PROFIT ORGANISATIONS**

[Approved through Decision 219/AML/2016, of 12 July (Proposal no. 257/CM/2016), in accordance with the text of Decision 78/AML/2020 of the Lisbon Municipal Meeting, of 14 April (Proposal 96/CM/2020, of 9 April)]

**Complete Version**

**CHAPTER I  
GENERAL REGULATIONS**

*Article 1*

**Scope**

The Lisbon Social Emergency Fund, established to support Private Social Solidarity Institutions (IPSS) and other non-profit organisations engaged in activities of an eminently social nature within the Lisbon council, aims to provide exceptional financial support to entities whose expenses have increased or whose response capacity has been diminished as a result of the ongoing crisis.

*Article 1-A*

**Extraordinary IPSS Support Regime  
within the scope of the COVID-19 pandemic**

**1 - An Extraordinary Regime, governed in accordance with the provisions specified in the paragraphs below, has been created by the Municipality's action and intervention services, namely the Department for Social Rights, for the purpose of providing financial support to entities affected by the COVID-19 pandemic and fostering return to normal operation thereafter.**

**2 - By decision of the Lisbon City Council, under the terms of the Local Municipality Legal Regime, approved and published as Annex I to Law 75/2013, of 12 September, with its current text, or any other valid legal decision, the funds allocated to the Social Emergency Fund for provision of financial support to private Social Solidarity Institutions (IPSS) and other non-profit organisations may be used to finance social solidarity institutions and entities engaged in social activities in the city of Lisbon requiring financial aid to step up or maintain their response capacity and to establish partnerships in the area of social intervention with other state or private non-profit organisations, provided that the ultimate purpose of such partnerships is directly or indirectly related to the pandemic or its effects.**

**3 - Granted funds are to be used for the purposes of paying human resource costs (retention and recruitment) and acquiring goods and/or services deemed essential to ensuring the normal operation and goals of the entities in question, as well as to foster the development of social intervention projects and the implementation of adequate response measures to the COVID-19 pandemic, in areas of recognised social interest.**

**4 - Funding applications are not subject to the provisions included in article 2, points 1 and 3, and articles 3 and 5. Applications should be sent to the Department for Social Rights by e-mail, at [dds@cm-lisboa.pt](mailto:dds@cm-lisboa.pt), together with the documents listed in paragraphs a) to e) of the annex referred to in article 5, point 2.**



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**5 - Applicants shall be required to describe and document the grounds for the application, as well as the respective inability to fulfil their financial obligations.**

**6 - The maximum amounts granted shall be as defined in article 2, point 2, except when deemed insufficient, in which case higher amounts may be granted.**

**7 - Applications will be evaluated based on the specific social criteria defined in article 9, point 2, paragraphs a) to c), of the Lisbon Municipality Social Fund Regulations in effect, taking the current budget into consideration.**

**8 - Funds will be granted through the signature of a legally binding agreement or protocol and paid under the terms specified therein. Nevertheless, the Council may decide to forego the aforementioned agreement or protocol whenever the purpose of the funds in question is the payment of activities already completed on the date of the decision, in which case the applicant will be required to submit the respective reports.**

**9 - The provisions included in article 8 and article 9, point 2, shall apply to financial support monitoring and publication.**

**10 - The Extraordinary Regime described in this article will remain in effect until 30 June 2020, or until the funds allocated thereto have been granted, and shall prevail over any Fund Regulations to the contrary. Moreover, the aforementioned regime may be extended or renewed by the Lisbon City Council.**

**11 - Municipal Services shall be entitled, at any time, to require the presentation of identification documents by applicants or their legal representatives for verification purposes. The latter shall be allowed to submit copies of the aforementioned documents, provided that a qualified electronic signature is included.**

*Article 2*

**Types of support**

1 - The purpose of the exceptional financial support referred to in the previous article is to assist the aforementioned entities in maintaining their response capacity, provided they comply with the requirements specified in article 3.

2 - The amount granted cannot exceed 20,000 euros, if the applicant is not responsible for managing public facilities, or 100,000, when the applicant is responsible for managing such facilities and urgent measures are required to maintain the respective operation.

3 - Funds will be paid in their entirety.

**CHAPTER II  
GRANTING OF FUNDS**

*Article 3*

**Requirements**

1 - Funding applications must comply with the following requirements:

a) The applicant shall be required to undertake activities of recognised municipal interest within the Lisbon council;



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- b) The applicant must have suffered a loss of annual capital and revenues of at least 20%, as a result of loss of donations and membership fees, increased expenses or an exceptional increase in service demand, of at least 20%, as a result of a worsening of the living conditions of supported entities, individuals and/or beneficiaries;
- c) The applicant's annual report must be duly approved;
- d) The applicant must have developed an adequate, sustainable financial management model;
- e) The applicant must not have received any other extraordinary financial support from private or public entities, in the same year and for the same purpose;

2 - Compliance with the requirements described in paragraph b) of this article may be foregone, provided that the requested funds are to be used in the completion of non-structural, small works, deemed urgent and unpostponable, at social facilities located within the Lisbon Council, namely works imposed by law, provided that the following requirements are met:

- a) The requested amount does not exceed 25,000 euros;
- b) The applicant is able to prove that they do not have the necessary financial means for the aforementioned purpose;
- c) The works in question are not only required but also sufficient to ensuring the normal operation of the facilities in question.

3 - Entities are only allowed to apply to the Lisbon FES once in any given calendar year.

*Article 4*

**Subsequent overlaps**

Any entities receiving other financial support in the same year and for the same purpose shall be obliged to return the overlapping amount to the Lisbon City Council (CML) within 180 days of receiving the funds in question.

*Article 5*

**Submission of applications**

1 - Applications for extraordinary funding must be submitted in writing to the Mayor of Lisbon and sent by registered post, with recorded delivery, to the Department for Social Rights, at Campo Grande, 25, 7-A - 1749-099. Applicants must expressly declare that they are requesting the support provided by the Lisbon Social Emergency Fund.

2 - The applicant shall be required to specify the amount requested and the grounds for the application, as well as include all required documents, as described in the annex to this document.

3 - Applications can be submitted at any time; decisions should be made within one month, provided the applications have been submitted correctly and include all elements required.

4 - Applicants receiving other financial support from the municipality in the same year, under the terms of the Lisbon Municipality Social Fund Regulations, can still submit applications to the Lisbon Social Emergency Fund, provided the latter are submitted in compliance with article 3.

5 - Applicants shall also be obliged to provide any clarifications and/or present any documents deemed essential to the correct evaluation of the respective applications. Refusal to do so



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following notification to that purpose shall entail the termination of proceedings, under the terms of the Administrative Procedure Code.

*Article 6*

**Granting decision**

The Lisbon City Council shall be responsible for making all decisions concerning the granting of extraordinary funding within the scope of the Lisbon FES.

*Article 7*

**Granting of funds**

1 - FES funds shall be granted through the signature of a protocol whereby beneficiaries will undertake the obligation of pursuing the activities whose intended continuance represented the reason for the application, for a period of at least 1 year.

2 - Any false declarations or failure to comply with the protocol shall constitute grounds for its immediate termination by the Municipality, which shall entail the return of the total amount received, without prejudice to the provisions included in the following points.

3 - Whenever failure to comply, when partial, results from an act or fact not imputable to the beneficiary, all unpaid amounts shall be withheld, or the return of any partial amounts received requested, in order to restore financial balance for both parties involved, taking the activities not completed and the goals not reached into consideration.

4 - Failure to comply with the financial terms and conditions, namely resulting from lack of payment of the expenses specified in the application, shall also entail the withholding or return of funds, on a proportionate basis.

*Article 8*

**Monitoring of funding**

1 - Financed entities shall be required to present the respective annual reports to the CML, which must include the receiving and use of funds.

2 - The CML will inform the Municipal Meeting of funds granted and the respective monitoring.

*Article 9*

**Mandatory publication**

1 - The CML will publish the Lisbon FES and the respective budget for the present year on all Municipal communication media and to all Lisbon Social Network entities.

2 - The beneficiaries of the Lisbon Social Emergency Fund and the amounts granted will be published in the Municipal Bulletin.

*Article 10*

**Budget management**

1 - The CML will allocate equal amounts of the annual Lisbon FES to each quarter, in order to ensure fund availability throughout the year.

2 - If the amount to be granted on a given quarter, considering the applications submitted, exceeds the amount allocated thereto, under the terms of the municipal budget in effect, the CML will decide whether the respective applications will be accepted or refused.



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*Article 11*

**Effective period**

1 - The Lisbon Social Emergency Fund shall remain in effect until the end of 2020, after which its validity may be extended upon decision by the CML.

2 - These regulations shall come into effect following approval by the Lisbon City Council and the Municipal Meeting, and publication in the Municipal Bulletin.

*Article 12*

**Omissions**

Any issues not mentioned in these Regulations shall be decided upon by the Lisbon City Council.

**Annex:**

Documents mentioned in article 5, point 2:

- a) Photocopy of the entity's taxpayer identification document;
- b) Photocopy of the Articles of Association;
- c) Photocopy of a declaration stating that the entity in question is an IPSS or equivalent, as well as the respective permanent registration, if applicable;
- d) Payment certificates pertaining to Social Security contributions and State taxes;
- e) Photocopy of the minutes of the meeting in which the current Governing Bodies were elected;
- f) Photocopy of the personal identification document and taxpayer identification document of the applicant's legal representative, or, alternatively, photocopy of the respective citizen's card;
- g) Activity Plan and Budget for the year of the application;
- h) Annual Report pertaining to the previous year;
- i) Profit and loss statement for the period of the year of the application already elapsed, if longer than 6 months;
- j) Declaration of the entity, on their honour, that they do not benefit in the current year and/or has not submitted any other applications to receive extraordinary support from other public or private entities, for the same purpose;
- k) In case of applications submitted for completion of required works, the respective specifications and justification, itemised budget (including unit prices) and timeline;
- l) Any other elements deemed essential by the applicant to prove their state of need.