

MOSTRA DOS
**FUNDOS
EUROPEUS**

Information Session
**How to avoid errors
in your application**





Inês Almeida

Cohesion and Development Agency

Isabel Maranhã

CENTRO 2030 Regional Programme

Sandra Silva

ALGARVE 2030 Regional Programme

Agenda

How to Avoid Errors in Your Application

The three key elements:

1. Balcão dos Fundos

(The starting point; most frequent errors to avoid))

2. Call for Applications

(What you need to know; Critical rules)

3. Application Form

(Structure and coherence; Most common errors)



Evitar Erros na Candidatura



1. Balcão dos Fundos

The entry point

1st key element

- 👉 The application does not begin with the call for applications
- 👉 It does not start with the form
- 👉 It starts with the **Balcão dos Fundos**

✨ This is where the following are defined:

- Who the entity is
- Who has access
- Who can submit

✗ The most critical errors arise before the application:

1. Incorrect registration
2. Incorrectly assigned profiles
3. Incomplete / outdated data

1. Balcão dos Fundos

The entry point

: 1.1 INCORRECT REGISTRATION

👉 MOST COMMON ERROR

❌ Registering individual users instead of the ENTITY

What happens:

- users without permissions
- the application does not appear
- submission blocks



The screenshot shows the login interface of the Balcão dos Fundos portal. At the top, there is a logo with a stylized 'b' in a circle and the text 'Balcão dos Fundos'. Below the logo, it says 'Os Fundos Europeus mais próximos de si.' and 'Inicie a sua sessão:'. There are two input fields: 'Utilizador / Número de identificação fiscal' and 'Palavra-passe'. The password field has a 'Recuperar palavra-passe' link and an eye icon. Below the fields is a green 'INICIAR SESSÃO' button. Underneath is the word 'OU' and two buttons for external authentication: 'AUTENTICAÇÃO.GOV.PT' and 'ACESSO.GOV.PT'. At the bottom, there is a link 'Ainda não tem conta? Registe-se aqui.'

<https://balcaofundosue.pt>

1. Balcão dos Fundos

The entry point

👉 HOW TO PROCEED

- ✓ Registration is **institutional**, not personal
- ✓ Always register the **ENTITY** (organisation's TIN)
- ✓ Only then should you:
 - add users
 - organise access profiles
 - define permissions

Critical point:

⚠ The confirmation email is not received immediately. It may take some time. Check your spam folder.

The link is valid for 24 hours.



1. Balcão dos Fundos

The entry point

: 1.2 INCORRECTLY ASSIGNED PROFILES

👉 **MOST COMMON ERROR**

✗ **Not knowing the different Balcão profiles**

What happens:

- submission is blocked
- users without permissions
- the form does not appear

PROFILE	WHAT IT CAN DO	PURPOSE / WHO USES IT
Beneficiary Entity (TIN: NIF/NIPC)	Accesses all entity information; edits institutional data; manages users; starts and completes tasks ! Does not submit operations	Institutional profile of the entity. Used by the organisation's representatives
Super User (Individual TIN)	Accesses and edits everything; manages users; starts, completes and submits applications, terms and requests	User with full powers. Responsible for the process in the Balcão
Internal Technician (Individual TIN)	Prepares and completes applications; registers and amends information ! Does not submit	Entity staff working on the process
External Technician (Individual TIN)	Prepares and completes applications; registers and amends information ! Does not submit	Consultants, certified accountants, statutory auditors or external companies supporting the entity
Enquiry	Accesses information and ongoing operations. View-only	Profile for users who only need to view information, not edit it

1. Balcão dos Fundos

The entry point

👉 HOW TO PROCEED

- ✓ Appoint a Super User
- ✓ Administration > Users
- ✓ Invite User
- ✓ NIF + email
- ✓ Assign the profile

Critical point: ⚠ An email address can only be associated with 1 NIF or 1 NIPC
→ If an error occurs, check whether that NIF/NIPC is already registered **or** use another email address

Nomear Super-Utilizador

Para completar o processo de registo da Entidade e poder submeter candidaturas tem de nomear pelo menos um utilizador com o perfil de Super-Utilizador, no menu Administração > Utilizadores > botão 'Convidar Utilizador'.

PT2030 AVISOS CONTA-CORRENTE DADOS DE ENTIDADE **ADMINISTRAÇÃO**

UTILIZADORES

GESTÃO DE PERMISSÕES

Utilizadores

Utilizador Convites

Utilizador Deno

Utilizador D

* Campos de preenchimento obrigatório

NIF *

Email *

Perfis Associados

+ CONVIDAR UTILIZADOR

+ ASSOCIAR PERFIL

PESQUISAR

1. Balcão dos Fundos

The entry point

: 1.3 INCOMPLETE / OUTDATED DATA

👉 **MOST COMMON ERROR**

❌ **Failing to complete the ENTITY REGISTRATION**

What happens:

- applications cannot be submitted
- submission is blocked, because applications can **only be submitted once registration has been completed**

Critical Points

⚠️ This also applies to data updates. Data → must always be kept up to date.

1. Registration created

2. Requires updating by the entity

3. Updated EAP (automatic PA validation)

4. **Completed**

1. Balcão dos Fundos

The entry point

👉 HOW TO PROCEED

- ✓ After completing registration, update the data.
 - ✓ Fill in all the items identified in the alert.
 - ✓ COMPLETE REGISTRATION once there are 0 errors.
- Until there are validations pending confirmation, the registration will remain in the status 'Requires update by the Entity.'

Critical Points

⚠ Some fields are completed through interoperability. → They cannot be changed in the Balcão dos Fundos → They must be corrected at the source entity. (e.g. if the tax office code is filled in automatically, the Tax Authority must be contacted)

The screenshot displays the Balcão dos Fundos interface. At the top, a 'Comunicação Importante' (Important Communication) alert is shown, indicating that the user's data requires an update. Below this, the 'Validações Identificadas' (Identified Validations) section is highlighted with a dashed box and a yellow circle labeled '2'. This section lists 17 items that require attention, each with an exclamation mark icon and a 'VER' (View) link. The items are:

- Dados Gerais » Código Postal: O campo Código Postal é de preenchimento obrigatório.
- Dados da Atividade » Serviço Finanças: O campo Código do Serviço de Finanças da Sede é de preenchimento obrigatório.
- Contactos » Nome: O campo Nome é de preenchimento obrigatório.
- Contactos » Cargo: O campo Cargo é de preenchimento obrigatório.

At the top right, the 'CONCLUIR REGISTO' (Complete Registration) button is highlighted with a dashed box and a yellow circle labeled '3'. Other buttons visible include 'CANCELAR' and 'GUARDAR ALTERAÇÕES' (Save Changes). The interface also shows a 'Conta de Testes Beneficiário' (Test Account Beneficiary) and a 'Ajuda' (Help) icon.

1. Balcão dos Fundos

The entry point

👉 **THE MOST CRITICAL REGISTRATION FIELD**

(which may determine the entity's eligibility

→ Calls → Form)

⚙️ Automatically validated fields (EAP)

- **CAE**
- SME certification

📄 Declarative fields

- **Type of entity**
- Contracting Authority
- Type of accounting classification

Caracterização

Código do Serviço de Finanças da Sede
2810 - Funchal 1

Natureza Jurídica
Organismo da Administração Pública

Tipo de Entidade
Escola Profissional Públi

A entidade possui atividade aberta?
Sim

Atividade

Entidade Adjudicante
Sim

Enquadramento Legal
nos termos do nº2 do artº 2º do Código dos Contratos Públicos publicado em anexo ao DL 18/2008 de 29 de janeiro
Data
01-02-2000

Contabilidade Organizada
Sim

Tipo de classificação Contabilística
Sistema de Normalização Contabilística (SNC)

Código de Certidão Permanente

Escalão Dimensional

IAPMEI

Situação

-

Data de Início

-

Data de Fim

-

Motivo da Revogação

-

HISTÓRICO

Estatuto
Não Aplicável

Data de Início

-

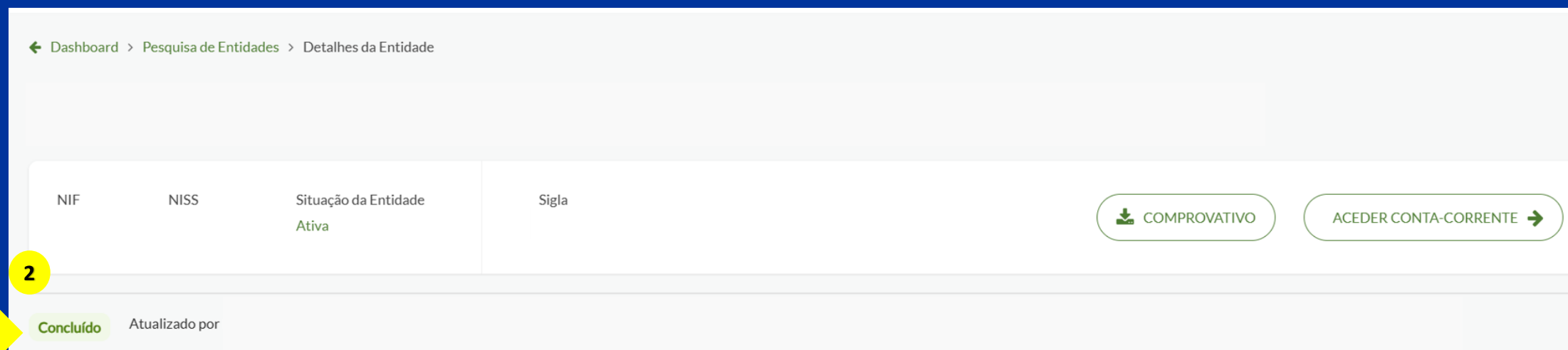
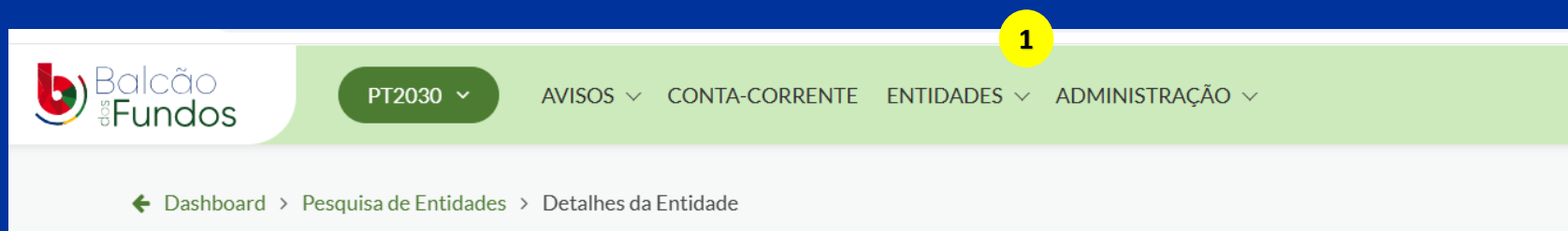
Data de Fim

-

1. Balcão dos Fundos

The entry point

👉 AT THE END, THIS SHOULD BE THE REGISTRATION STATUS: 'Completed'



2. CALL FOR APPLICATIONS

*The rules of the
'game'*

2.1 Common errors when reading the Call to prepare and frame applications:

- Not reading the entire Call or not reading it carefully
- Assume that the project 'always fits'

3 types of eligibility!

Eligibility of the promoter/entity + (specific conditions)

Eligibility of shares + (specific conditions of the operation)

Geographical eligibility (geographical area of intervention)

2. CALL FOR APPLICATIONS

The rules of the 'game'

- Not responding to the objectives and purposes of the Call
 - Ignoring specific conditions and technical standards
 - Ignoring the application modality: individual; partnership; joint application; co-promotion, etc.
 - Ignoring selection criteria
 - Ignoring the documents required to complete the application file (usually Annex A)
 - Ignoring the framework legislation cited in the Call, especially national legislation (usually Annex D)
-
- Leaving it until the last day!

2. CALL FOR APPLICATIONS

Everything starts here

The rules of the 'game'

Knowing the rules for implementing a project with public funds.

2.2 Structure of the Call

Part I
approximately up to page 3

- Type of support
- Actions covered
- Eligible entities
- Geographical Area
- Application period
- Allocation
- Funding programme
- Managing body; contacts; purposes and objectives; framework instruments, etc.

Part II

- Specific conditions to be observed by beneficiaries and operations
- Conditions for granting funding to operations
- Eligible costs and limits on expenditure eligibility
- Output indicators
- Selection criteria
- Conditions for granting funding to the operation
- Annexes

2. CALL FOR APPLICATIONS

The rules of the 'game'



Errors | Specificities – private beneficiaries (companies)

- Do not start the project before submitting the application (INCENTIVE SCHEMES). Any commitment with suppliers, award of investment or purchase order counts as the start of work and, if it predates the application or request for aid, compromises the entire project.
- Safeguard compliance with contracted and established conditions, indicators and obligations.
- Ensure that the company is duly licensed to carry out the project activity.
For commerce and services, it is necessary to ensure that there is a usage licence for that purpose.
For industry, check whether the company holds the operating permit for the project establishment and for the activities to be created or developed through the project.

Common Errors – Case Study

CALL

3. Não serão consideradas elegíveis para apoio as candidaturas cuja despesa elegível apurada em sede de análise seja inferior a 10.000€ ou superior a 50.000€.

APPLICATION

Quadro financeiro						
 CUSTOS						
CUSTO TOTAL	CUSTO TOTAL ELEGÍVEL	CUSTO TOTAL NÃO ELEGÍVEL	CUSTO TOTAL ELEGÍVEL NÃO FINANCIADO	RECEITAS	FUNDO	
136.842,79 €	136.842,79 €	0,00 €	0,00 €	0,00 €	68.421,39 €	



Good Practices

READ THE CALL



Common Errors – Case Study

Confusing an activity with a procedure for acquiring equipment

Identificação da Atividade

Nº DE ATIVIDADE	DESIGNAÇÃO
1	SOFTWARE ESPECIFICO GESTÃO DE PROJETOS /CONTROLO D
2	SYNOR5000-H_A RMT TRBOX - HIGH VOLTAGE CABLE TESTER
3	SY5000-HVDC_B - DC hipot + insulation module from 20 VDC to 2
4	SOLUÇÃO AUTOCONSUMO UNIDADE DE PRODUÇÃO AUTOC
5	Mesas e Estantes/ Solução Estrutural
6	Software e hardware: de gestão e de apoio à produção e à qualidad
7	Suportes de fios para a realização de cablagem
8	Desenrolador:400677 Prefeeder 1100 N/S:(764)
9	Máquinas de desnudar:EW-10MT Pneumatic Cable Stripping Mac
10	Matriz de cravação para terminal olhal de 25 mmq
11	Plano de Marketing
12	Serviços de Contabilidade Projeto



Good Practices

Organise by homogeneous actions

Identificação da Atividade

Nº DE ATIVIDADE	DESIGNAÇÃO
1	Expansão e modernização da capacidade produtiva

2. CALL FOR APPLICATIONS

The rules of the 'game'



Errors | Specificities – public beneficiaries

- Safeguard licences/opinions, including obtaining a technical opinion from the relevant institution and ensuring its proper framework. For example, in the case of a technical opinion from the Portuguese Environment Agency (APA), that same institution must also issue an opinion on the project's framework within the relevant strategic document, such as PENSAARP 2030.
- Safeguard matters relating to the Funding Gap (FG) and the Feasibility Study (EVEF).
- Safeguard matters of effective legitimacy; for example, a promissory purchase and sale agreement does not legitimise intervention.

3. APPLICATION FORM

The decisive component

3.1 What the form asks for and where errors and/or doubts arise:

- Description
- Objectives
- Diagnosis
- Activities
- Costs
- Indicators
- Documents



3. APPLICATION FORM

The decisive component

3.2 How to avoid errors in the form:

Before starting:

Read the entire Call carefully in order to understand the requirements and conditions.

Essential steps:

- **Prepare the necessary documentation:** have all the documents ready for the application.
- **Consult and analyse the sections of the form:** organise the content you will insert.
- **Complete and validate the sections sequentially:** ensure there are no errors in each section using the 'Next' button.
- **Consult the available help and guidance materials:** use the resources available within the form itself.
- If you have any questions, contact the Support Line 'Linha dos Fundos': ensure that you have

3. APPLICATION FORM

The decisive component

Attention to the online form

The form is completed online and interruptions to the session, internet connection failures or slowness due to traffic overload may occur.

Essential steps for success:

- **Review all sections:** ensure that all content is complete and correct.
- **Check your profile permissions:** confirm that you are authorised to submit the application.
- **Do not leave it until the last day:**
submit in advance to avoid unforeseen issues.

 **Tip:** Save frequently and use an up-to-date browser to reduce the risk of failures.

Q&A

Questions and Answers



MOSTRA DOS
**FUNDOS
EUROPEUS**



Inês Almeida, Isabel Maranhã & Sandra Silva
3 December 2025
European Funds Exhibition

NORTE20

PAT Programa
Assistência Técnica
2030

 PORTUGAL
2030



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