

Casa do Impacto

Operating Rules

**CASA DO
IMPACTO**
onde partilhamos causas

POWERED BY
**SANTA
CASA**
Misericórdia de Lisboa

Lisbon, September 2018

Chapter I

Casa do Impacto

Article 1 **(Object)**

These Operating Rules define the rules of access, operation and conditions of use of Casa do Impacto.

Article 2 **(Nature)**

1. Casa do Impacto (CI) is a platform for innovation, social entrepreneurship and impact, without legal personality, which promotes a series of Social Entrepreneurship actions, aimed at projects that enable effective social responsibility policies and positive social impact.

2. CI functions as an aggregation platform for several public and/or private entities, through which the sharing of technical and/or financial support contribute to the attainment of CI's mission.

3. CI is managed by the Investment and Social Innovation Unit of the Entrepreneurship and Social Economy Department of Santa Casa da Misericórdia de Lisboa (SCML).

Article 3 **(Objectives)**

Casa do Impacto aims to:

- a) Support Entrepreneurs and promote innovative solutions in order to solve social problems and needs;

- b) Promote the development of innovative business ideas with potential growth, regarding their implementation in the market, providing physical space for the development of their activities, as well as privileged access to a group of partner entities, thus enabling the inclusion of resident and incubated entities in a business environment.

Article 4
(Eligibility)

The following persons/entities can apply for the incubation and coworking spaces at Casa do Impacto:

- a) Individuals promoting a business project;
- b) Companies with a maximum of five years of existence that present an innovation component, with potential sustainability that privileges social issues.

Article 5
(Term of Stay)

The maximum term of stay for incubated entities and entrepreneurs in Casa do Impacto shared space is 3 years.

Chapter II
Incubation and Coworking

Article 6
(Incubation)

1. The incubation model contemplates the support to projects/companies in three different phases:

- i. Pre-incubation and Acceleration
- ii. Incubation
- iii. Business Development

2. Pre-Incubation corresponds to the period in which Casa do Impacto provides Entrepreneurs with support in the development of the business idea and its implementation in a Business Plan, so that companies that enter into the physical incubation process, have their product/service developed in a sufficient manner to be launched in the market.

2.1 Entrepreneurs in this phase must meet the necessary conditions to participate in the PAES Acceleration (PAES *Aceleração*) Program, promoted by Casa do Impacto.

2.2 During this period, Entrepreneurs will be able to use Casa do Impacto coworking spaces, access to specialised consulting services, as well as other expert services aimed at the incorporation/foundation of the company.

2.3 The CI Board of Directors shall validate all the projects completed at this stage.

3. Incubation consists of the provision of a physical space for the implementation of a business project or the business development of an existing company, providing incubated entities with privileged access conditions to a community of social entrepreneurs and impact organisations, specialised consulting entities, accounting, legal services, public entities, investors and financiers.

3.1 At this stage, regular meetings will be held to monitor the business.

4. Business Development corresponds to the period in which Casa do Impacto supports and guides incubated entities towards their sustainability outside the incubator environment, ensuring access to a community of social entrepreneurs and impact organisations, specialized consulting entities, accounting, legal services, public entities, investors and financiers, in order to increase the competitiveness of Casa do Impacto companies.

Article 7 (Applications)

1. The application process begins with the completion of a form available on Casa do Impacto website.

2. Applications can be submitted at any time.

3. Upon receipt of the application form, Casa do Impacto will reply by email to the applicant within three working days.

Article 8 (Selection Criteria)

1. The form will be analysed, considering the following assessment criteria that must be fulfilled in its entirety:

- a) Project with innovative product/service;
- b) Product that responds to social needs;
- c) Reasonability and feasibility of the submitted project;
- d) Implementation ability of the sponsor team;
- e) Definition and validation of a sustainable business model.

2. The following valuation criteria are considered in the project assessment:

- a) Innovative solutions oriented towards SCML intervention areas;
- b) Creation of jobs;
- c) Project that respond to the social challenges of the City of Lisbon.

3. If the project meets the criteria established in the previous items, a meeting will be scheduled with the applicant, within 10 working days, with the objective of evaluating the incubation application.

4. If the project is accepted and is in pre-incubation phase, a preparation process for accelerating ideas will be developed jointly with the Entrepreneurs, and meetings will be held to support and structure the business idea aimed at their participation in the PAES Acceleration program.

5. If the project is accepted and is in the incubation or business development phase, a report will be presented to the Board of Directors of Casa do Impacto.

6. The result of the project assessment by the CI Board will be communicated, by email, to the project sponsors within three working days, after the decision date.

7. If the application is approved, a services agreement will be executed that allows the use and enjoyment of the CI space and access to the services provided by the latter.

Article 9 **(Coworking)**

1. The CI Coworking space aims to support Entrepreneurs, new companies and professionals in the process of developing and consolidating their projects and activities, providing access to services, workspaces and integrated solutions that facilitate their implementation and growth in the market.

2. Entrepreneurs will be granted access to a group of partner entities, providing and facilitating the rapid inclusion in a business environment and respective implementation of the project and activity.

3. The CI Coworking space can be used in the following modalities:

- a) Test - 1 (one) week trial period;
- b) Daily - 1 (one) day access;
- c) Weekly - 1 (one) week access;

- d) Monthly - 1 (one) month access;
- e) Annual - 1 (one) year access.

Article 10 **(Applications)**

1. The application process begins with the completion of a form available on Casa do Impacto website.
2. Applications can be submitted at any time.
3. Upon receipt of the application form, Casa do Impacto will reply by email to the applicant within three working days.

Article 11 **(Selection Criteria)**

1. The form will be analysed, considering the following assessment criteria that must be fulfilled in its entirety:
 - a) Project with innovative product/service;
 - b) Product that responds to social needs;
 - c) Reasonability and feasibility of the submitted project;
 - d) Implementation ability of the entrepreneur/sponsor team;
 - e) Definition and validation of a sustainable business model.
2. The following valuation criteria are considered in the project assessment:
 - a) Innovative solutions oriented towards SCML intervention areas;
 - b) Project that respond to the social challenges of the City of Lisbon.
3. If the application is approved, a services agreement will be executed that allows the use and enjoyment of the CI space and access to the services provided by the latter

Article 12 **(Personal Data)**

1. Any personal data provided by the Applicants to Casa do Impacto, who give their free, specific and informed consent on the Application Form, will be solely used for application purposes related to Casa do Impacto, as well as, if authorised by the Applicants, for activities regarding the provision of information on SCML activity in the area of social entrepreneurship and innovation, in a specific informed consent form.

2. Anyone who provides personal data in Applications for Casa do Impacto, must give their free, clear and informed consent in accordance with the free consent form made available in the Application Forms.
3. SCML applies proper technical and organisational measures in order to guarantee the security level required for the risk and has a computer system capable of withstanding any accidents or malicious acts that compromise the availability and integrity of any stored or transmitted personal data.
4. SCML stores personal data of the applicants for the time strictly necessary to fulfil the purposes of the applications, ensuring their confidentiality.
5. In accordance with the General Data Protection Regulation (GDPR), Applicants undertake to provide updated personal data. The personal data, regarding the mandatory completion of the application form, which are found to be incorrect or incomplete, will lead to the immediate suspension or termination of the application process.
6. According to the General Data Protection Regulation, Applicants have the right to check, update, alter and rectify their personal data, which can be carried out on Casa do Impacto website or, after submitting applications, through the following email: casadoimpacto@scml.pt.
7. Applicants are also granted the right to withdraw their consent at any time, without compromising the lawfulness of the application process, regarding the consent previously given, by means of a written request addressed to SCML through the following email: casadoimpacto@scml.pt.

Chapter III

Spaces and Services

Article 13 **(Location)**

The facilities of Casa do Impacto are located at Convento São Pedro de Alcântara, Travessa São Pedro, 8, 1200-432 Lisbon.

Article 14
(Spaces and Common Services)

1. Casa do Impacto provides the following spaces:
 - a) Common spaces: reception; Sala Infinita (events and meetings); Sala da Bica (social and dining area); kitchen; 2 terraces; restrooms; 3 meeting rooms; common circulation areas.
 - b) Two coworking facilities equipped with basic furniture.

2. Casa do Impacto provides the following services:
 - a) General: use and enjoyment of common spaces and rooms; meeting rooms; use of address for business purposes; cleaning and security of common spaces; reception service.
 - b) Specialised consultancy and support services and counselling in the pre-incubation, incubation and business development phases.

Article 15
(Use and Enjoyment of Space)

1. CI gives Entrepreneurs the option to use the space and the services provided for in these Operating Rules and in their respective agreements.

2. The assigned space is exclusively aimed at the development of the activities pertaining to the corporate purpose of the company or project, and the Entrepreneurs cannot transmit or assign, for any reason, the space allocated to them.

3. All equipment and common use spaces must be kept clean and in good conditions.

4. Entrepreneurs are responsible for the security, cleanliness and order in their area of exclusive use.

5. The CI meeting rooms are available for use by Entrepreneurs upon prior appointment and availability.

6. Smoking as well as intake of alcoholic beverages are forbidden.

Chapter IV

Rights and Duties

Article 16

(Duties and responsibility)

1. CI undertakes to full comply with the obligations arising from the agreements entered into with the Entrepreneurs.

2. Entrepreneurs shall comply with all the provisions set forth in these Operating Rules, as well as those contained in the services agreement with use and assingment of spaces to be entered into between the parties.

3. Entrepreneurs are available for participation in the actions provided for in each incubation phase and in the supply of all estimated accounting information and documentation.

4. Entrepreneurs are available for active participation in the events and initiatives organised at Casa do Impacto.

5. Entrepreneurs are responsible for keeping the CI space, equipment and furniture and all common areas in good conditions.

6. All Entrepreneurs shall have access to CI premises respecting the working hours and security standards listed in Annex I to these Operating Rules.

Article 17

(Services Agreement)

1. The selected Entrepreneurs enter into a services agreement with assignment of use of CI spaces.

2. Payments for the use of CI spaces and respective services are those included in the respective agreements and are set forth in a Schedule of Prices to be approved by the SCML Board.

Chapter V

Final Provisions

Article 18

(Termination)

1. The contractual relationship between SCML and the Entrepreneurs terminates:
 - a) Upon the end of the established contractual term;
 - b) By agreement of the Parties;
 - c) By termination of the agreement in case of non-payment to SCML or failure to make any compulsory payment to the State;
 - d) In case of noncompliance with the services agreement with use of entrepreneurial spaces;
 - e) If the entrepreneur fails to comply with the obligations assumed herein and does not comply with these Operating Rules;
 - f) If there are significant changes to the initial objectives of the application;
 - g) If the incubated company is found to be insolvent;
 - h) If there is a temporary cessation of the activity of the Entrepreneur's company;
 - i) If CI is no longer able to respond to the growth needs of the incubated company.

2. CI must notify the entrepreneur, by means of registered letter with acknowledgement of receipt, of the termination of the services agreement with the use of spaces, which will take effect from the date of notification.

Article 19

(Liability)

CI shall not be liable for noncompliance with tax, labour, social security, commercial and financial obligations that constitute a charge to the Entrepreneurs, against suppliers, collaborators and any third parties.

Article 20

(Interpretation and Integration of Omissions)

All matters raised regarding the interpretation and application of these Operating Rules, as well as the integration of any omitted cases will be settled by decision of the SCML Board.

Article 21

(Amendment)

Any amendments to these Operating Rules shall be approved by the SCML Board.

Article 22

(Entry into force and publication)

1. These Operating Rules enter into force on the date of the Decision of the Board that approves them.

2. The Operating Rules are available for public consultation on the CI Website.

ANNEX I

Working Hours and Security Rules

Working Hours

1.1 Hours: Monday to Friday, 9 a.m. to 7 p.m.

During this period, Casa do Impacto front desk is open.

1.2 Entrepreneurs are free to define their own working hours, in addition to the use of spaces assigned thereto as well as common spaces at Casa do Impacto, from 8 a.m. to 12 a.m., Monday to Sunday.

1.3 The use of Casa do Impacto facilities before 8 a.m. and after 12 a.m. is subject to authorisation by Casa do Impacto team and the SCML Security team.

Security Rules

All users must observe the following security rules:

- i. Do not allow access to and stay of unknown persons at Casa of Impacto;

- ii. Make sure all floor lights and doors are closed if you are the last person to leave the premises;
- iii. Make sure the windows are closed when you leave the premises;
- iv. Ensure that all air conditioners are switched off when you leave the building;
- v. Contact the emergency contact, posted on the noticeboard of Sala da Bica, if any anomaly or need for technical assistance is detected;
- vi. Compliance with all signs and rules of the building;
- vii. Smoking as well as intake of alcoholic beverages are forbidden.
- viii. Ensure efficient use of commonly used equipment, electricity and water.