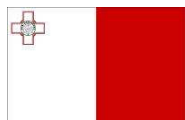


Applications for funding under LEADER

**Action 413.6 Support for capital expenditure for the arts and cultural societies
(3rd Call)**

Guidance Notes

This measure falls under the **Project** category under the programme LEADER of the Rural Development Programme (RDP) for Malta 2007 – 2013, which is part financed by the European Agricultural Fund for Rural Development (EAFRD) and falls under the responsibility of the Ministry for European Affairs and Implementation of the Electoral Manifesto (MEAIM)



Rural Development Programme for Malta 2007 – 2013

Axis 4 - LEADER

Call Part-financed by the European Union

The European Agricultural Fund for Rural Development

Co-financing Rate:

80% European Union, 20% Government of Malta

Europe Investing in Rural Areas



Rationale for intervention

Action 413.6

Arts and cultural entities (as per definition on page 6 of these guidelines) serve an important role in the territory of the Majjistral. The preservation of these community cores where residents, spanning all generations, come together and share common interests and ideas contribute to the achievement of objectives of the Local Development Strategy for the Majjistral region.

Arts and cultural entities perform the role of educators, entertainers and employers, apart from providing a social dimension which is inclusive of various interest and age groups.

This action also targets micro and small enterprises operating within the arts and culture sectors and aims to provide for their growth taking into consideration the key challenges and difficulties faced by such enterprises. Notwithstanding that such entities may generate revenue from operating within these sectors, the fact remains that with their operations they will automatically heighten the exposure of local communities about such sectors and thus increase the awareness and their appreciation of them.

It is therefore important for the rural development of a region to support such entities that provide the community with these important services.

This action also aims, amongst others, to fund projects that expose the younger generation to the arts and cultural dimension given that nowadays youths are more exposed to social issues and thus entities operating in such sectors can contribute to offer an alternative form of recreation that will better support the the development of younger generations and local communities.

The type of investments to be supported under this action are those of a capital nature and through which the operations of voluntary organisations and private entities will be

enhanced and result in an increased capacity to promote arts and culture within the territory.

Supporting arts and cultural entities that are dedicated to the promotion and delivery of the cultural and artistic experiences will also foster increased cultural cohesion, and contribute to the further development of the LAGs regional identity

Scope and Objectives of this Measure

The scope of Action 413.6 is to enable arts and cultural entities to attain or improve the necessary set up and capacity in order to provide various forms of services linked to culture and arts, to the community, as a direct result of the initiatives financed through this action.

This action will also give preference to projects that will aim to utilise the investments to be funded, not only for the benefit of the beneficiary, but also for the benefit of other entities or individuals from other localities in the MAGF territory as this will result in a higher return on investment. Wider cooperation and synergies amongst potential beneficiaries will lead to territorial cohesiveness .

Eligible Actions

Support through this Action shall be **limited to Capital expenditure** undertaken by private legal entities (including self-employed) and registered NGO's that are directly involved in Arts and Culture. The operations of such entities must be in compliance with national rules and regulations.

Projects must be **physically undertaken** in any of the rural localities listed below that constitute the Majjstral Action Group Foundation territory.

Rural Localities within the Majjistral Action Group Foundation territory		
Il-Mellieħa	San Pawl il-Baħar	L-Imġarr
In-Naxxar	L-Iklin	Hal-Lija
Hal Ghargħur	Il-Mosta	Haz-Żebbuġ
Is-Siġġiewi	Had Dingli	L-Imdina
L-Imtarfa	Ir-Rabat	San Ġwann
H'Attard		

Eligibility Criteria

- The proposed project is undertaken within any of the rural localities forming part of the Majjistral Action Group Foundation territory;
- The proposed project enhances and promotes the practice and appreciation of the cultural and artistic sectors and associated activities for the benefit of local communities within the territory;
- The proposed project fits within the scope of the actions listed under this Action;
- The applicant has the financial capacity to implement and complete the project.

Description of the requirements and targets

The applicant is required to demonstrate how the proposed investment shall result in the following:

- i) An increased appreciation of arts and culture
- ii) An increased capacity of the applicant to promote and/or practice arts and culture within the Majjstral Action Group Foundation territory.

Eligible investments

Eligible investments supported under Action 413.6 are as follows:

1. Enhancement to premises (this does not include simple maintenance operations, or the provision of bar and/or catering facilities)
2. Purchase of new equipment
3. Purchase and installation of fixtures and fittings
4. Professional fees such as project manager, architect, engineer, etc
5. Project publicity costs (as per the 'Visual Identity Guidelines' noted on Page 19 of the Guidance notes)

Expenditure related to no. 4 and 5 above are jointly capped up to 10% of the total eligible project cost.

Investments must be line with the Eligibility Criteria outlined on page 4 of these Guidance Notes.

Non Eligible Investments under Action 413.6

The following is an indicative list of non-eligible investment under Action 413.6

- Purchase of land and buildings;

- Leasing of land and buildings;
- Currency exchange losses;
- Purchase of means of transportation;
- Provisional installations that are not directly related to the investment (e.g. warehouses for keeping materials for the construction);
- Expenditures made before the opening of this call with the exception of those applicants who have applied for the call launched on 8th August 2014.
- Income Tax or other operational costs of the entity applying for the project, including provisions for possible future losses or debts and any interest owed;
- Inputs which are the subject of a contribution in kind (e.g. land, immovable property whether in its entirety or in part, durable capital goods and raw materials);
- Training of the staff;
- Operational Costs (salaries, insurance obligations and running costs);
- MEPA application fees;
- Simple replacement/maintenance ;
- Second-hand equipment.
- Recoverable Value Added Tax
- Entertainment costs
- Provision of bar and catering facilities

Type of beneficiaries

The beneficiaries eligible for funding under Action 413.6 are private legal entities (including self-employed) and registered NGOs which regularly operate within the Majjstral Action Group Foundation territory, that provide a **service directly related to arts and culture** within MAGF's territory. In the case of private entities, only small and micro enterprises within the meaning of Commission Recommendation 2003/361/EC are eligible for funding. ¹

¹ Small enterprises are defined as enterprises which employ fewer than 50 persons and whose annual turnover or annual balance sheet total does not exceed 10 million euro.
Micro enterprises are defined as enterprises which employ fewer than 10 persons and whose annual turnover or annual balance sheet total does not exceed 2 million euro.

Aid intensities

A beneficiary will be granted the following financial assistance should the proposed investment be selected:

- 80% of the total eligible expenditure.

The other 20% of the total eligible expenditure must be borne by the applicant.

Recoverable VAT on the total eligible expenditure has to be financed by the applicant.

Financing- Budget

The sum of € 237,246.98 is allocated to this call of Action 413.6 under the Majjistral Local Development Strategy. This constitutes the total public share of which 80% will be financed from the EAFRD whilst the remaining 20% will be financed by the Government of Malta.

The VAT component must be borne in full by the applicant unless this is unrecoverable.

In the case of oversubscription to the call, the Majjistral Action Group Foundation reserves the right to allocate additional funds to this Action following approval by the Managing Authority.

The Application Process - General Provisions

- Interested applicants need to submit the completed application form for Action 413.6 (3rd call).
- Applications must reach the MAGF office within the deadline stipulated in these guidelines. **Late submissions will be automatically rejected.**
- No parts of the application form are to be left blank – in cases where specific requested information in the application form are not applicable to the applicant, the applicant must still fill in the field with the note 'Not applicable'.
- Although MAGF representatives are available for meetings with interested applicants, it is the ultimate duty of the applicants to read thoroughly the guidance notes, assistance notes and application form. It is also the ultimate responsibility of the applicants to ensure that all documentation requested is correctly presented. Applicants must also ensure that the applicants themselves fall within the criteria of eligibility and that project proposed and any related investments are eligible for funding and that the application form and the requested supporting documentation **are presented by hand** within the deadline of the call.
- **For those applicants who had submitted an application under the second call of this action launched on the 8th August 2014 and closed on the 22nd September 2014, the applicants are obliged to resubmit the new application form.** The applicants may retain the right not to resubmit the supporting documentation, if however they deem that it is still valid under this call. If applicants think that certain supporting documentation that had been submitted under the 2nd call is no longer valid, then they must resubmit the new documents with the application form. It is however their obligation to ensure that all the supporting documentation are in line with the requirements of this call and that any missing or additional information required is duly presented before the closure of this 3rd call.

- It is to be noted that the new guidelines and application form are different from those of the 2nd call.
- It is not the duty of MAGF to verify the above matters irrespective of any meetings that may be held between MAGF and the applicants.
- Applicants should submit two bound copies (1 original and 1 copy) of the Application Form and a soft copy (in Word and/or PDF format) of the Application Form. All copies must include all supporting documentation attached to the original Application Form.
- A checklist of supporting documentation and annexes required is listed in the Application Form.
- MAGF will undertake a validity check following receipt of the application. Any required documentation not submitted with the application form or any incomplete information shall be requested by MAGF. MAGF will send a notification letter by registered post allowing applicants to submit the required missing documentation or incomplete information within 10 calendar days from the date of the receipt of this notification letter. Only complete applications will be considered by the Project Selection Committee.

The Call for proposals will open on 12/01/2015 with the deadline for submissions being 12/02/2015 at 12 noon. Applications received after this deadline **WILL NOT BE CONSIDERED. Applicants are encouraged not to leave to the last day to submit their application.**

- All applications are to be delivered **BY HAND** to the MAGF at the following address:

The Manager,
Majjistrat Action Group Foundation,
No 12, Triq it-Tullier,
Attard, ATD 1631

In case of queries or clarifications required applicants may contact the Majjistrat Action Group Foundation on the following:

Email: info@leadermajjistrat.eu

Tel: (+356) 2099 2080

Web: www.leadermajjistrat.eu

Evaluation - Administrative checks

Administrative checks on submitted applications will be carried out by MAGF. It is important that the submitted application form is filled in correctly and completely. In case an application is submitted with missing or incomplete documentation/information, a notification letter will be sent to the applicant allowing a period of 10 calendar days from the receipt of this notification letter, to submit the missing documentation and/or information by hand.

If the requested documentation is not submitted within this timeframe, the application will be automatically disqualified and a rejection letter will be sent by the MAGF to inform the applicant.

MAGF will then carry out verification of the eligibility of the supporting documentation submitted, as well as the screening of the application in terms of the eligibility criteria. It is important to note that it is within the responsibility of the applicant to ensure that the content of the application and the supporting documentation submitted is in full and in line with what is being requested.

1. With reference to the quotes to be submitted by the applicant, the Evaluation Committee reserves the right to ask for further clarifications or necessary adjustments even after the applicant submits the missing documentation/clarifications. The Evaluation committee reserves the right to contact suppliers/service providers to validate the quotations provided.

No further additional information will be accepted after the closing date for applications unless it is requested by the MAGF. In this regard, it is the applicant's sole responsibility to ensure that the application is complete in the best possible way before submission. Evaluation of the application will be carried out only on the information submitted at application stage or any other information as requested by MAGF.

Any false or misleading information/documentation will lead to the immediate rejection of the application.

Selection Process

Selection Process

A Project Selection Committee made up from Decision Committee members and other technical expertise as required will be responsible for ranking and selecting applications for support. The Project Selection Committee reserves the right to request additional information and further clarifications on the project as part of the selection process.

Ranking of Projects and Selection Process:

The Project Selection Committee will proceed to award marks to each proposal based on the information submitted in the applications and provided through clarifications (where applicable). A preliminary list of the proposals containing selected, on reserve and failed applicants together with their respective score shall be drawn up. Furthermore, the Project Selection Committee reserves the right to request project re-dimensioning in special circumstances.

The preliminary result shall be published on the MAGF website. In addition, a notification letter shall be sent to applicants informing them of their right of appeal in cases where applications fail to qualify.

Unsuccessful Project Proposals:

In the notification letter sent to the applicant, reasons why the project was not selected shall be provided. The applicant shall have the right to appeal within 10 calendar days from receipt of the notification letter. The appeal is to be addressed to the Project Selection Appeals Board (PSAB), which is an Independent Committee set up to review in an autonomous way any appeals lodged.

The Appeals Board will be composed of a minimum of 3 individuals with a Chairperson chairing the Appeals process.

The appellant is required to sustain the clarifications provided by including justified reasons backed by necessary supporting documentation.

The applicants wishing to lodge an appeal must send a registered letter addressed to 'The Chairman, Appeals Board of MAGF, 12, Triq it-Tullier, Attard ATD1631' within 10 calendar days from when the applicant receives the notification letter.

The Appeals Board will not consider late appeals.

The letter should include a detailed explanation of the reason/s the appeal is being made, supported by any relevant documentation/testimonials.

The Chairperson of the PSAB shall review and assess the validity of all the appeals submitted within the stipulated timeframe.

Valid appeals will be presented to the Appeals Committee for assessment.

No additional information other than that presented at application stage will be considered during the review. The relevant documentation shall be provided for the sole purpose of supporting the basis of the information provided in the appeal letter. An appeal that does

not provide sufficient detailed reasons may be refused at the preliminary stage as unjustified.

The decision of the Appeals Committee **is final** and the applicant cannot contest this decision.

Publication of Final Result

Upon completion of the appeals process, the MAGF shall publish the final result of the projects eligible for financial support on its website and noticeboard.

The successful applicants will receive a letter of offer following the publication of the final list of results. The applicants will be required to send a letter of acceptance (a draft of this letter will be sent to the applicants with the letter of offer) and a bank payment form within 10 calendar days from the receipt of the letter of offer. Failure to submit back the documentation will lead to dis-allocation of the funds to the specific project.

Contracting with Beneficiaries

Contracting shall be undertaken by the MAGF with the beneficiaries. In the case of entities, contracts are to be signed between the LAG chairperson (or any formally authorised delegate) and a legal representative of the beneficiary with the Managing Authority and Paying Agency acting as witnesses to the contract. In case where the signatory on behalf of the beneficiary is not a legal representative, a power of attorney must be presented showing delegation of signatories between the legal representative and the appointed signatory. This power of attorney is to be endorsed by a public notary.

The contract shall be given to the beneficiary for verification prior to it being signed. The contract shall be signed in four originals, one for each party involved. Copies must be maintained in a secure location by the parties for a period of seven years from the date of signing.

Payment

- The facility of interim payments will be provided by the Agriculture and Rural Payments Agency (ARPA).
- Up to 80% of the total funding allocated to the project will be executed following the submission of a request for reimbursement and financial documentation (including invoices and receipts)
- In case of infrastructural works a provisional certificate of works prepared by an engineer/architect must be also presented.
- The Final payment of the remaining 20% of the total funding allocated to the project will be made following the completion of the works and submission of the request for reimbursement together with the necessary financial documentation (including invoices and receipts, and a final certificate of works prepared by an architect).
- The Final payment will be effected once an on-the-spot-check is carried out by the LAG and the Agriculture and Rural Payments Agency and adherence to the contract is confirmed.
- In case of irregularities, penalties and sanctions may be applied.
- Official certification by the architect appointed by the beneficiary is required for settlement of final payment (in case of infrastructural works).
- **The project is to be completed by no later than 30th June, 2015.**
- The final claim for reimbursement of funds allocated to the project must also be submitted within this deadline.

Extension to Contract timeframes

Should the beneficiary require an extension to the timeframe stipulated in the application form and contract, a written request is to be submitted to MAGF. **The contract however cannot be extended beyond 30th June 2015.**

A request for approval of an extension of the time required in order to terminate the project is to be backed by written justified reasons. Cases related to poor project management will not be accepted. Following review of the request by the MAGF, the final decision will be sent to the beneficiary in writing. Should an extension be approved, the period of extension shall be determined by the MAGF.

Changes to the contract

- In cases where amendments to the contract are required, the beneficiary must submit a written request to the MAGF prior to the changes being actually implemented (a priori) and the beneficiary must wait for a reply from MAGF.
- If a request for changes to the contract is submitted after these changes have actually taken place (ex-post), the changes will not be eligible for funding and, depending on the extent of the changes, this may lead to the whole project being considered ineligible.
- The written request for changes must indicate the changes required, the necessary justification and relevant supporting documentation.
- If the applicant wishes to change the specifications of the investments, a written request prior to such changes must be sent to MAGF. For example, funding is approved for the purchase of Model X of a Projector and following contracting, the applicant wishes to purchase Model Y of this Projector as the previous model is no longer produced/available, then a request for change must be submitted and the applicant must wait for a reply from the competent authority.
- MAGF will review the request and if the proposal does not affect the nature of the project and remains in line with the objectives of the Action, the changes may be approved. A notification letter will be sent to the beneficiary in writing and an addendum to the contract shall be carried out.
- If the request for changes is not approved by the MAGF, the beneficiary will receive a notification and will be requested to confirm whether the project as stipulated in the contract will be completed or withdrawn.

Failure to comply with the contract

- Failure to meet the commitments stipulated in the contract shall result in sanctions applied to the amounts committed or paid.
- The Agriculture and Rural Payments Agency and/or Managing Authority reserve the right to undertake further checks and controls.

Project Sustainability

It is to be noted that in accordance with Article 72 of Council Regulation (EC) No. 1698/2005 an operation will retain the contribution of the funds only if that operation does not (within five years from the completion of the operation) undergo a substantial modification (ownership, cessation or relocation constituting such a change).

The applicant must undertake a commitment to carry out the necessary operational works/maintenance required following the completion of the project.

Publicity

In order to meet the requirements of the EAFRD Regulations, beneficiaries must ensure that adequate publicity is given to the project with a view to:

1. Making potential participants aware of the opportunities afforded by it;
2. Making the general public aware of the role of the Community in relation to the project;
3. Ensure transparency of the assistance concerned.

As an example, materials used by the Beneficiary and major correspondence, including contracts signed with third parties must include any acknowledgement of EAFRD support. Any publicity material, such as advertisements, billboards and information leaflets about EAFRD co-financed projects must acknowledge this support.

Publicity of individual projects must be incorporated into the project budget.

Applicants are to be cautious when determining publicity actions for the project. Applicants should also ensure that the project benefits from any free publicity and that anything that will be proposed to be funded under the project is either obligatory or adds value to the results of the project, taking into account the value for money principle. In this regard, publicity measures of individual projects should take into account the nature of the project and must be relative to the size and objectives of the project.

The Beneficiary should note that publicity may only be used to increase awareness of what EU funds are used for and to disseminate results.

Publicity measures undertaken must be project specific.

Publicity and information measures must not be used as a marketing tool to promote an organisation, its products, services or infrastructure. Where a project includes an element of marketing, this must be used to complement but not replace the project's obligatory information and publicity measures. Marketing efforts should be included as a separate activity in the project and as a separate budgetary allocation and justified accordingly.

The Applicant may also make reference to the 'Visual Identity Guidelines' that may be downloaded from the Managing Authority's website:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Agricultural%20Fisheries%20Fund/Pages/Links-and-Downloads0617-7535.aspx>

Data Protection

The MAGF has the duty to protect data provided in the Application Form. Any queries regarding Data Protection matters should be brought to the attention of the MAGF.

Retention of Documents

The applicant is to retain all documentation in a project file (required to ensure an adequate audit trail) safely stored.

All documents pertaining to the Implementation of the project must be retained by the LAG for at least five years following the end of the programming period. This is to facilitate Audits and the ex-post evaluation of the programme.

Basic Terms and Conditions

If a project application is successful, EU Funds will be offered on rigorous terms and conditions which will be stipulated in the Grant Agreement. In accepting the offer of EU Funds, the Applicant will take on responsibility for compliance with these terms and conditions.

- These include requirements to demonstrate satisfactory progress in delivering what the project has set out to achieve and adherence to an agreed pattern and time schedule of spending. Failure to meet these conditions and any false information given in the application may lead to the EU Funds being withdrawn and any EU Funds paid being recovered from the Applicant.
- All projects are subject to management verifications; audits (by both Malta and EC auditors) and evaluations (programme evaluators). Officials from the MAGF, MA and ARPA and other relevant stakeholders will also have rights of access to the project

and all relevant documentation. Such officials could carry out spot checks (physical and documentary) to establish that sufficient progress is being made in line with the Grant Agreement and that the Beneficiary has put in place systems of management and control that ensure the efficient implementation of the project in line with the relevant Regulations and Procedures.

- If the project is selected for funding, the Applicant will be bound by the principles of transparency, good governance, sound financial management and the relevant national regulations.
- By submitting the Application, the Organisation is giving its automatic consent to publishing (including on the internet) the details of the Organisation and the project (including budget and implementation period) in line with the obligations in the relevant Council and Commission Regulations.
- The applicant organisation should also be aware of the durability clause enshrined in Council Regulation (EC) 1698/2005 which states that an operation retains the contribution from the EAFRD only if that operation does not, within five years of the date of the financing decision of the competent national authorities or the managing authority, undergo a substantial modification.
- The applicant is to declare whether an application for part or all of the proposed project has been submitted of assistance under any other Community Source including European Regional Development Fund (ERDF), Cohesion Fund (CF), etc. If in the affirmative the applicant is required to indicate all relevant details.
- The applicant organisation should note that if the project is accepted, the Applicant will be automatically giving his/her consent to have all the documents and data related to the project, (including name of project leader and other persons relevant to the project, invoices, receipts and documents related to contracts etc..) made

available to all the relevant stakeholders including third party evaluators and auditors involved in the EAFRD fund system. The MAGF reminds the Applicant that it is the responsibility of the Applicant to inform any third parties (including contractors) that all data and information relating to the project will be shared with other stakeholders, local and European.

- If the project is selected for funding, it must be completed by not later than 30th June 2015. Failure to do so will result in penalties being applied. Completion will be calculated from the date when the beneficiary will have submitted the final payment claim.
- The chosen entity must ensure that all activities are carried out in compliance with applicable National and Community rules and any other mandatory requirements as laid down in the Rural Development Programme for Malta (2007-2013). Failure to do so will result in an penalties to the grant received plus interest accrued according to law.
- Planning permit where relevant. In cases where a MEPA permit is required, the valid MEPA permit and approved drawings or the application submitted to MEPA and related drawings have to be presented as part of the documentation with the application. The MAGF reserves the right to reject any project if the MEPA permit is not presented in time to allow the project to be completed by 30th June 2015. Grant agreements for projects in need of such permits will only be signed once the valid MEPA permit is granted.

Selection Criteria

ACTION 413.6 SUPPORT FOR CAPITAL EXPENDITURES BY ARTS AND CULTURAL SOCIETIES – 3rd call

An evaluation of the proposals will be carried out in accordance with the selection criteria set out in the Selection Criteria Grid below.

	CRITERIA and Sub-criteria	MAXIMUM POINTS
1	Enhancement of the promotion and practice of the cultural and artistic practice amongst the territory's communities	20 points
2	The orientation of the project towards an increased involvement of the different target groups, particularly youths in the arts and culture dimension	10 points
<i>2a</i>	<i>The project results in an increased awareness and involvement of different target groups in the arts and culture sectors, with particular reference to youths</i>	<i>10 points</i>
<i>2b</i>	<i>The project results in increased exposure of different different target groups to the arts and culture sectors, not particularly youths</i>	<i>5 points</i>
3	Project contributes to the fulfillment of the MAGF Local Development Strategy (LDS)	15 points
<i>3a</i>	<i>The proposed project complements and effectively reaches various objectives of the LDS and targets relevant sector/s as identified in the LDS</i>	<i>15 points</i>
<i>3b</i>	<i>The proposed project complements the LDS</i>	<i>5 points</i>
4	Capacity of organisation to implement and maintain project	10 points
<i>4a</i>	<i>The applicant has a sound financial</i>	<i>10 points</i>

	<i>track record and demonstrates a strong level of capacity, experience, expertise and reliability to implement the project</i>	
4b	<i>The applicant has a fair financial track record and demonstrates a fair level of capacity to implement the project but has no experience and expertise in the implementation of projects</i>	5 points
5	Overall quality of the project proposal	15 points
5a	<i>The proposal is excellently prepared in terms of information provided, clarity of action plan and identifies clear objectives and results</i>	15 points
5b	<i>The proposal identifies the objectives and results of the project but is lacking in other information provided such as action plans</i>	5 points
6	Innovation and uniqueness of the project within the region	15 points
7	Readiness of project proposal	10 points
7a	<i>Project does not need a MEPA permit or is already covered by a valid MEPA permit and can be completed by 30th May 2015</i>	10 points
7b	<i>Proposal needs a MEPA permit</i>	0 points
8	Dissemination of Project results	5 points
8a	<i>The proposal identifies clearly a comprehensive strategy for the publicity and visibility of the EU funding to a broad audience and will result in a high dissemination of information with respect to the funding allocated to the project</i>	5 points
8b	<i>The proposal will make fair use of publicity measures to disseminate the EU funding element related to the project</i>	0 points

To be considered for funding or to be placed on the reserve list, a project must pass all the Eligibility Criteria (refer to Page 4 of the Guidance Notes) and must also obtain a minimum of **50 marks** out of the total marks allocated to the Selection Criteria. Please note that in relation to the above, for every criteria there are sub-criteria which the Project Selection Committee will be using to mark the projects.