



**Majjistral Action Group
Foundation MAGF**

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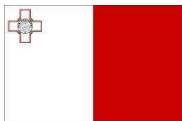


European Agriculture Funds for Rural Development (EAFRD)

**Rural Development Programme for Malta
(2007-2013)**

LEADER – AXIS 4

**Assistance Notes to the Application form
Action 413.6 Support for capital expenditures for the Arts and Cultural societies
(3rd call)**



**Rural Development Programme for Malta 2007 – 2013
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



Section 1 – Details of the Project Leader

Please provide the name and general details of the Project Leader. The Project Leader is the person responsible for the application and the implementation of the project. A letter of intent signed by the entity's official representatives (in the case of private legal entities) or by the Committee or Majority of the Committee (in the case of registered NGOs) appointing the project leader must be submitted. In the case that a project leader has not yet been appointed by the applicant entity, this section should bear the details of the head of the organisation.

Section 2 – General Applicant Details

If the project is being proposed by a number of entities/ individuals jointly, Section 2 of the application form must be filled in and signed by each entity/individual participating in the project. The copies must then be endorsed and attached to the application form. Section 1 of the application form must be filled in by one Project Leader nominated by both entities.

In the case of private legal entities, the applicant must fill in Annex 2 to the application form. This Annex should be signed by the Authorised Signatory of the entity.

Q 2a) General Details of the entity applying for the grant.

Please provide the name of entity applying for this Action together with telephone number/s, website address, postal address, email address, ID No (in case of self-employed), the VAT number (where applicable) and MFSA registration number (in case of private limited companies) or VO No (in case of NGOs) or Trade License No (in case of self-employed and private limited companies) applying for the grant.

With reference to the VAT number, in case that the entity applying for the grant does not recover the VAT, Annex 3 to this application form must be submitted (VAT Declaration form) – please note that Part II of this form must be filled in by a representative at the VAT department. In case of applicants who had applied under the 2nd call of this Action, this VAT form must be updated and re-submitted (where applicable).

Any applicants who are not in possession of a VAT Registration No and are by law obliged to be VAT registered, must apply at the relevant authority and must still fill in Annex 3.

Type of Applicant

From the options provided please indicate the type of organization that the Applicant is.

Private entity - an enterprise is considered to be any entity engaged in an economic activity irrespective of its legal form. The private enterprise must be legally registered with MFSA and must be in possession of a trade license and all other necessary licences as per national regulations.

NGO - the entity must be legally registered with the Registrar of Voluntary Organizations.

Self-employed – the applicant that falls within this category is required to submit the trade license certificate issued by the competent authority that allows the applicant to operate in the area of the activity proposed in the application form. The applicant must also be in possession of all other necessary licences as per national regulations.

Other – the applicant must indicate the type of organisation it is, whilst ensuring that it falls within the eligible beneficiaries criteria and accordingly submit the requested licences.

Q 2b) Employment information

The applicant must indicate the number of full time equivalent employees employed within the entity applying for the grant. The definition of FTE (full time equivalent) is the number of working hours that represents one full-time employee during a fixed time period, such as one month or one year. For example, 2 part time employees working a total of 20 hours each on a weekly basis would count as 1 full time employee.

This information must be supported by a recent ETC certificate. Self-employed persons must also submit the ETC certificate (employment history) outlining their area of operations.

Q 2c) Brief History, aims and Objectives

Please provide a brief summary of your background and experience, with particular reference to any relevant experience that can be associated with the project itself and with the implementation of other projects.

Please provide a detailed overview of the general aims and objectives of the entity applying for the grant.

Section 3 – Details of Key Partners to the Entity

Please indicate whether there is the key involvement of any other local organisations (other than the applicant organization) for the project. Key partners are partners that will be contributing directly to the proposed project. The name and address of the key partners and their role within the project should be provided.

Key Partners should sign a letter/s of commitment towards the project. This letter/s should be annexed to the Application Form.

Section 4 – Proposed Project Details

Q 4a) Project Title

The applicant must clearly indicate a name for the proposed project.

Q 4b) Project Description and Objectives

The applicant should explain what the project is, how the idea came about and why the applicant wants to undertake this project. The objectives of the proposed project must be clearly identified within this section; timeline of activities, the organigram (institutional framework within which the project will operate), action plans and other information may also be included within this section. If LEADER funding is being requested to co finance the costs of a particular element/phase of a project, you should clearly indicate this here. Applicants can submit a business plan or use other sheets if necessary. This section must enable MAGF to understand clearly the project and its objectives and also to assess the capacity of the organisation to implement the project in terms of adequate human resources and experience and expertise even in the implementation of other projects.

Q 4c) Results

The applicant should explain and clearly identify the planned and expected results emerging from this project. Output results (outcomes of the project) such as no of training sessions/workshops/conferences and impact results (long-term influence of the output results) such as increased knowledge of arts and culture must be identified. For example, if an applicant is proposing the purchase of musical instruments to teach more youths, then the output result would be the amount of new students that will be taught through this investment and the impact result would be the increased knowledge amongst the youths about this cultural and artistic practice (music) and an improvement in their quality of life. It should be noted that the results indicated by the applicant must be reached; failure to do so will result in recovery of funds.

Q 4d to 4g) Project Location and related fields

The applicant must clearly indicate the address of the proposed project`

- (i) In the case of investments related to structural projects involving construction/renovation or other investments related to the building such as apertures, air-conditions etc., a copy of the title to the property identified in section 4f must be submitted. Leases or any other form of agreement in respect of such projects must run for a minimum period of 5 years from the projected completion date of the project. The applicant must also submit a written authorisation from the property owner for the works being proposed (with the exception of applicants owning the property).

- (ii) In the case of investments **NOT** related to the buildings (for example, projection equipment) but through which the applicant will be able to provide certain services such as workshops or training, the applicant must submit a signed declaration from the owner of the project location/s specifying the address from where the applicant will be delivering such services. This declaration must cover 5 years following completion of the project. The applicant must also present a declaration from the owner of the property specifying the address of where these investments will be kept for 5 years following completion of the project.

- (iii) In case of investments related to outdoor activities, the applicant must submit a signed declaration from the owner of the property where these investments will be kept. This declaration must cover 5 years following completion of the project.

In case of scenarios (i), (ii) and (iii), an inventory of these items financed through the fund must be kept and a detailed log of activities that will be organised must be submitted (if applicable).

In all cases not related to fixed investments, if the project is selected for funding, any change to the project location must be notified to MAGF and applicant will be required to resubmit a new declaration (as above) from the new owner of the new location.

4h. MEPA Permits

In cases of interventions requiring a MEPA permit or DNO, the applicant must present a copy of the application with MEPA and proposed drawings and site plans or a copy of a valid MEPA permit and approved drawings and site plans. MAGF reserves the right to reject any project if the MEPA permit is not presented in time to complete the project by 30th June 2015. Grant agreements for projects requiring such permits will only be signed once the valid MEPA permit is granted.

In cases where the structural interventions do not require a MEPA permit or DNO, the applicant has to submit a dated and signed declaration by a warranted architect that states so.

In all cases except for investments focused on outdoor activities, the applicant must submit a declaration by a warranted architect that the proposed activity as indicated in the project can be carried out from the project location in terms of LN 74 of 2014.

In case of investments related to outdoor activities, the applicant must submit a declaration signed by the authorised signatory of the local council where such activities will be organised allowing the applicant to organise such events in its respective locality.

Q 4i) The project impact on other entities within MAGF territory

The applicant must identify, if applicable, the impact that the project may have or is planned to have on other organisations from the different localities within the MAGF territory.

Q 4j) The enhancement and promotion of the practice of culture and arts in the territory

The applicant must explain clearly how the proposed project will increase the appreciation of arts and culture and/or increase the capacity of the applicant to promote and/or practice arts and culture amongst the communities of MAGF.

Q 4k) Innovation and uniqueness of proposed project

The applicant must outline if the project has any unique or innovative aspects. Any such aspects should be clearly identified.

Q 4l) Sustainability of the proposed project

The applicant must clearly indicate how the project will be maintained as a going concern for a minimum of 5 years from the date of completion of the project and how the proposed investments leading to the project will be maintained.

Q 4m) Publicity of project

The applicant must indicate how this project (if selected for funding) will be promoted and what measures will be adopted in order to give exposure to the respective funding. The applicant must make reference to the mandatory requirements as outlined in the below link: <https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Agricultural%20Fisheries%20Fund/Pages/Links-and-Downloads0617-7535.aspx>

The applicant may opt to include additional publicity measures which will result in a higher dissemination of information with respect to the funding allocated to the project. Publicity costs must fall within the total capped threshold of 10% allocated to Publicity costs and Professional fees (also eligible under this Action).

Q 4n) Contribution of the project to the Majjistral Local Development Strategy (LDS)

The applicant must identify if the project complements and effectively reaches one or more of the objectives outlined in the LDS. A copy of the LDS can be found on www.leadermajjistral.eu under the section 'Downloads'.

Q 4o and Q 4p) Impact of project on target groups

The applicant must select which of the target groups outlined in Q4o) will be affected by the project and must also describe the impact of the project on the identified target groups.

Section 5 – Funding Details

Q5a) Information about corresponding match funding

The applicant must explain how it will provide its share of co-financing for this project. The co-financing amounts to 20% of the total eligible cost. Those applicants who are VAT registered and can claim back VAT from the competent authority, must be able to cover the VAT element on the total project cost.

This information must be supported by the submission of relevant documentation including Management accounts for Year 2014 (Income and Expenditure and Balance Sheet) and/or the Audited accounts Year 2013.

In addition, a declaration signed by the head of the applicant entity and the financial controller/treasurer confirming the applicant's availability of own financial resources to cover the co-financing element and VAT element (if applicable) must be submitted. This letter must be dated and it must clearly identify the name of the applicant and the amount to be funded by the applicant from own financial resources. A sample of this declaration is being attached to the application form as Annex 4.

Q 5b and 5c) Other EU funding

The applicant is required to indicate if the project has already been granted funds under other EU programmes or schemes. The applicant must also indicate whether at any point in time it has incurred penalties or sanctions or financial recoveries under any EU funding scheme.

Section 6 – Project Management Details

Q 6a) Proposed start date of project

The applicant must specify the date when the project is envisaged to start or has started.

Q 6b) Estimated completion time of project

The applicant must specify clearly the total number of months needed for the implementation and completion of the proposed project. **It is to be noted that the funded projects must be completed by not later than 30th June 2015.**

Q 6c) Total cost of the project

The applicant must specify the total cost excluding VAT of the proposed project. If the applicant is requesting funding for a phase of a project, only the cost of this phase must be identified.

Q 6d) Total Grant Aid requested

The applicant must specify the amount (excluding VAT) of grant aid being requested. Please note projects selected for funding will be granted 80% of the total eligible expenditure; therefore the amount of grant aid requested must be calculated accordingly.

Q 6e) Project Costs

In the table provided please indicate the eligible costs of the individual components of the project. Please ensure that the appropriate row is filled in for each investment.

In the case of Improvement to premises, the applicant has to provide one dated, detailed and bill of quantities (BOQ) which must be prepared and endorsed by an architect.

In the case of the other types of activities (small-scale capital equipment; fixtures and fittings; professional fees, publicity material costs), the applicant has to submit three (3) COMPARABLE quotations for the expenditure to be incurred. Quotations are only comparable if the request for Quotations is clear, standardised, sufficiently detailed and leaving minimal room for interpretation, particularly as regards to size, quantity, material, colour, dimensions, speed, etc. These specifications should be known beforehand by the Applicant according to assessed needs. The organisation should select the cheapest technically compliant offer. The quotations must be official (on a supplier's letterhead which includes name and address of supplier), dated and must include name of beneficiary and VAT number of supplier. Preferably the quote must also include the address of the applicant and a reference number for the quote.

In columns 2 to 5, the applicant must indicate the values in Euros in accordance with the architect's estimate or the cheapest quote (in accordance with the investments). In columns 6 and 7, please indicate the applicant's contribution exclusive and inclusive of VAT respectively. With reference to column no 6, the Applicant's contribution should amount to 20% of the total eligible cost of the component excluding VAT. In column no 7, those applicants who are eligible to recover VAT from the competent authority must include the whole VAT element of the component together with 20% of the total eligible cost excluding VAT. Whereas, those applicants who are eligible to recover VAT under this Action must include the 20% of the total cost including VAT.

With respect to the professional fees such as project management, architect and engineer fees and project publicity costs, it is important to note that the total amount that can be allocated to the 2 activities must not exceed 10% of the total eligible project cost. Thus it is NOT 10% per each individual activity.

The applicant should make reference and fill in and endorse also Annex 1 to the application form. This Annex should list each and every individual component separately and each column must be filled in as explained above.

For example, applicant X is applying for a projector costing 10 euro, a camera costing 5 euro and a chair costing 2 euro. In Table 6E the applicant should be grouping the components and thus under Capital equipment, the applicant will input 15euro in the capital equipment row and 2 euro in the fixtures and fittings row. In Annex 1, the applicant will input 10euro for the projector, 5 euro for the camera and 2 euro for the chair (fixtures and fittings).

Section 7 Supporting Documentation

The applicant is required to provide the supporting documentation listed under this Section in the application form.

The applicant must ensure that the documents listed in this section together with the Annexes to the application form are in place according to the type of entity applying and the nature of the project being proposed. In case of applicants who had applied under the 2nd call of this Action, if any of the supporting documents are deemed as still valid under this call by the applicant, then the applicant must clearly identify this by ticking the required box in this section.

IMPORTANT – THE APPLICATION FORM MUST BE ENDORSED BY THE AUTHORISED SIGNATORY OF THE APPLICANT ENTITY. ALSO ANY ANNEXES TO THE APPLICATION FORM MUST BE ENDORSED BY THE SAME PERSON.