



**Majjistral Action Group
Foundation MAGF**

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European Agriculture Funds for Rural Development (EAFRD)

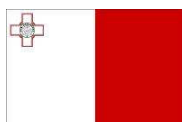
**Rural Development Programme for Malta
(2007-2013)**

Application Form

LEADER – AXIS 4

**Action 413.7 Support for the Formation of the Foundation of Territorial
Rangers for the Majjistral territory**

Rural Development Programme for Malta (2007–2013)



Programme 'LEADER'

European Agricultural Fund for Rural Development:

Europe Investing in Rural Areas

Co-Financing Rate:

80% European Union, 20% Government of Malta



Should you have any queries with the compilation of this form kindly contact MAGF or email to info@leadermajjstral.eu or call on 2099 2080.

Please read the accompanying 'Guidance Notes for submission of Applications' before completing the Application Form. Furthermore, the Assistance Notes to this Application Form are to be followed throughout the compilation of this Application Form.

The information you provide in your Application Form will be used solely to check the eligibility of your project for the approval of the grant. Under no circumstances, will MAGF use this information in contravention of the Data Protection Act.

If there is insufficient space to answer any question, please continue on a separate sheet, endorse it and attach to the Application Form.

Applicants are to check that **ALL** necessary supporting documents are submitted together with this form. Reference can be made to the Checklist in Section 7 of the Application Form. **ONLY** Application Forms submitted by hand will be accepted.

Please complete this document in block letters.

Section 1: Details of the Project Leader¹

Title: (Mr/Mrs/Ms/other please state)	
First Name & Surname	
Position within the Entity	
Address	
ID Card/Passport Number	
Fixed Line Telephone Number	
Mobile Number	
Email Address	
<i>For Office Use only:</i>	
Application Date:	Acknowledgement sent:
Pre-Inspection Date:	Evaluation Date:
Board Approval Date:	Contract Issue Date:
Contract Signing Date:	Final Inspection Date:
Development Officer:	Funding Approved: €
MAGF System ID Number:	
Programme and Measure:	

¹ The Project leader is the reference person for MAGF during the application and the implementation of the project

Section 2: Details of the Entity applying for the project

2a) General details

Name of Entity	
Name of Project Leader	
VAT Number	
MFSA No/ VO No	
Postal address	
Fixed Line Telephone Number	
Mobile Number	
Email Address	
Website Address	

2b) Type of organisation

Choose from the list below:	
- NGOs	<input type="checkbox"/>
- Legally constituted Farmers' Groups such as Producer Organisations, Cooperatives and Associations	<input type="checkbox"/>
- Private legal entity	<input type="checkbox"/>

2c) Membership information:

(Number of active members, membership criteria etc).

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under 19 No of members: _____
19-30 No of members: _____

2d) Number of members as per age group :

Under 19 No of members: _____
19-30 No of members: _____
31-40 No of members: _____
41-50 No of members: _____
51-60 No of members: _____
61+ No of members: _____

2e) Applicant's background and experience (continue on a separate sheet if necessary).

2f) Date when entity was established: _____

2g) Number of AWUs working within the entity: _____

2h) General Aims and Objectives of the entity (please attach a business plan to the application form)

Section 3: Details of Partners to the Entity

In the box below, please list the key roles of the Partners² (if any) in the project. Be specific and write within the lines provided below. Add lines if necessary.

Name of Partner	Role in the project

Section 4: Details of the Project

Section 5 forms an integral part of the Application Form and ALL sections have to be completed by the Applicant for such an application to be eligible under this Measure. Applicant is required to submit a business plan together with the Application Form.

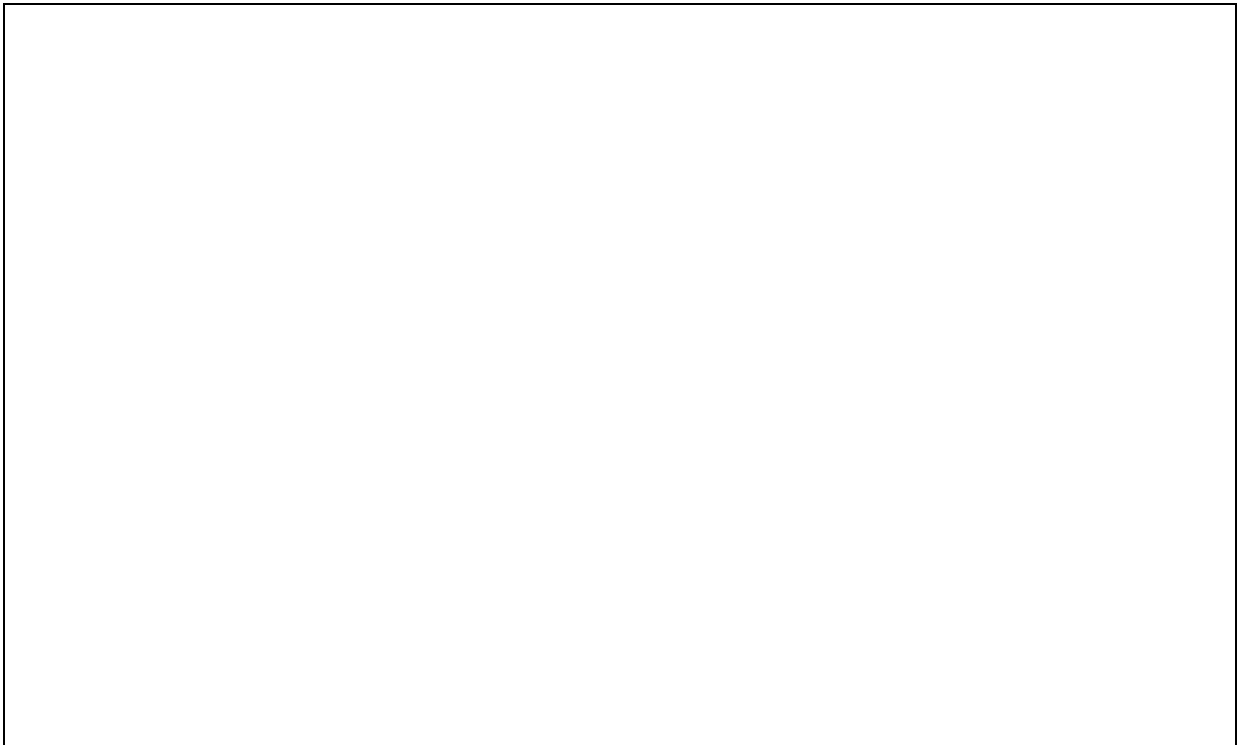
4a) Project Title

Please provide a title for the proposed project (not more than 10 words)

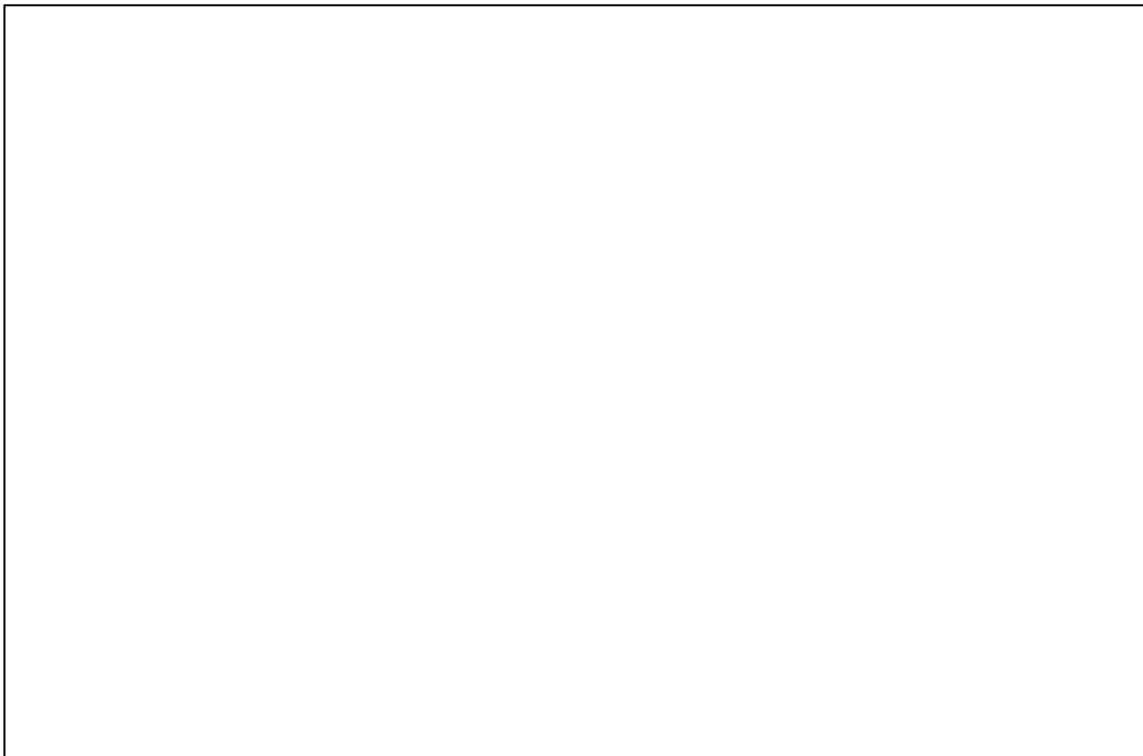
4b) Organigram of Organization for Implementation of the Project

In the box below, clearly describe the institutional framework within which the project will be implemented. The Applicant's organisation chart, highlighting which units/sections will be involved in the project should also be inserted.

4c) In short please outline what are the long-term goals of the entity applying for the project



4d) Please explain the social, environmental and educational interest of the entity in the Majjstral territory.



4e) Please explain how the proposed project contributes to the implementation of the Majjstral Local Development Strategy.

4f) Please explain how the applicant is going to sustain the project over a long-term period.

4g) Indicators³

i. Please indicate the type of services that the entity applying for the grant will be offering in its role as the Foundation of Territorial Rangers.

Planned service	Forecasted Year 1		Forecasted Year 2	
	Per Year	No of targeted localities	Per Year	No of targeted localities
<i>(Insert as many rows as required)</i>				

³ The applicant should indicate in this section its targets; however it must also identify the targets on annual basis for the 5 years following completion of the project in the business plan.

4h) Type of Action/s financed through the investment

Please **list** the actions which will be carried out under any of the following headings (add rows as required):

i. Formation costs:

Type of intervention	Cost (including VAT)	Timeframe planned for this activity
Legal fees		
Purchase of Uniforms		
Other costs		

ii. Capital costs:

Type of intervention	Cost (including VAT)	Timeframe planned for this activity
Small scale interventions to premises		
Purchase/enhancement to capital equipment		
Purchase/enhancement of fixtures and fittings		

- iii. Marketing and communication costs⁴: *(Please include a marketing plan in the business plan that should be presented with the application form)*

Please **list** the actions which will be carried out under the communications campaign planned for the promotion of the Foundation.

Activity	Cost (including VAT)	Timeframe planned for this activity

- iv. Educational costs: *(Please attach a training plan to the application form)*

Please **list** the actions which will be carried out under training planned for the members of the Foundation and other planned educational activities.

Activity	Cost (including VAT)	Timeframe planned for this activity

⁴ The costs of the animator should be included within this table.

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4i) Project Cost

Eligible Action i)

Total Formation costs of the Foundation⁵

Total Cost under formation costs for the Foundation

Description	Estimate Value excluding VAT (€)	VAT Amount (€)	Final Cost including VAT (€)	Eligible Cost excluding VAT (€)	Applicant's Contribution excluding VAT (€) ⁶	Applicant's Contribution including VAT (€) ⁷
Legal fees						
Uniforms						
Others: <i>(Please indicate the type of expense)</i>						
TOTAL COST						

⁵ In the case of formation costs, the applicant must submit a detailed cost estimate for each expense involved.

⁶ The applicant must co-finance 20% of the eligible cost of the proposed investment

⁷ In this column, the applicant must indicate his/her contribution plus the total VAT amount on that particular investment (non refundable VAT is eligible for funding).

Eligible Action ii)

Total Capital Investments⁸

Total Cost under small scale interventions to premises of the Foundation

Description	Estimate Value excluding VAT (€)	VAT Amount (€)	Final Cost including VAT (€)	Eligible Cost excluding VAT (€)	Applicant's ⁹ Contribution excluding VAT (€)	Applicant's Contribution including VAT (€) ¹⁰

TOTAL COST						
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Total Cost under purchase/enhancements to small scale capital equipment

Description	Value excluding VAT (€)	VAT Amount (€)	Final Cost including VAT (€)	Eligible Cost excluding VAT (€)	Applicant's Contribution excluding VAT (€)	Applicant's Contribution including VAT (€)

TOTAL COST						
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⁸ In the case of capital investments, the applicant must submit a detailed cost estimate for each intervention on the premises.

Only small scale interventions that are already covered by a valid permit from the Planning Authority or those that do not require a MEPA permit are eligible for funding.

⁹ The applicant must co-finance 20% of the eligible cost of the proposed investment

¹⁰ In this column, the applicant must indicate his/her contribution plus the total VAT amount on that particular investment (non refundable VAT is eligible for funding).

Total Cost under purchase/enhancements to fixtures and fittings

Description	Value excluding VAT (€)	VAT Amount (€)	Final Cost including VAT (€)	Eligible Cost excluding VAT (€)	Applicant's Contribution excluding VAT (€)	Applicant's Contribution including VAT (€)

TOTAL COST						
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Overall Total Capital Investment

	Value excluding VAT (€)	VAT Amount (18%) (€)	Final Cost including VAT (€)	Applicant's Contribution excluding VAT (€) ¹¹	Applicant's Contribution including VAT (€) ¹²
Total Cost under Enhancement to Premises					
Total Cost under small scale Capital Equipment					
Total Cost under Fixtures and Fittings					

Total Capital Investment					
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¹¹ The applicant must co-finance 20% of the eligible cost of the proposed investment

¹²In this column, the applicant must indicate his/her contribution plus the total VAT amount on that particular investment. (non refundable VAT is eligible for funding).

Eligible Action iii)

Total Cost for Marketing and communication costs of the Foundation¹³¹⁴

Activity ¹⁵	Value excluding VAT (€)	VAT Amount (€)	Final Cost including VAT (€)	Eligible Cost excluding VAT (€)	Applicant's Contribution excluding VAT (€)	Applicant's Contribution including VAT (€)

TOTAL COST						
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Eligible Action iv)

Total Cost for Training for the members of the Foundation and other educational activities.¹⁶

Activity ¹⁷	Value excluding VAT (€)	VAT Amount (€)	Final Cost including VAT (€)	Eligible Cost excluding VAT (€)	Applicant's Contribution excluding VAT (€)	Applicant's Contribution including VAT (€)

¹³ Costs of animator for the Foundation should be included here.

¹⁴ In the case of the marketing costs, the applicant must submit a detailed cost estimate for the expenditure to be incurred by the applicant entity.

¹⁵ The activities listed in the table must relate to the marketing plan presented by the applicant within the business plan.

¹⁶ In the case of the training and other educational activities, the applicant must submit a detailed cost estimated for the expenditure to be incurred by the applicant entity.

¹⁷ The activities listed in the table must relate to the training plan presented by applicant within the business plan.

TOTAL COST						
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v) Overall Total Project Cost

	Value excluding VAT (€)	VAT Amount (18%) (€)	Final Cost including VAT (€)	Applicant's Contribution excluding VAT (€)¹⁸	Applicant's Contribution including VAT (€)¹⁹
Total Cost under Capital costs					
Total Cost under Marketing and communication costs					
Total Cost under training and educational costs					
Total Project Cost					

¹⁸ The applicant must co-finance 20% of the eligible cost of the proposed investment

¹⁹In this column, the applicant must indicate his/her contribution plus the total VAT amount on that particular investment. (non refundable VAT is eligible for funding).

4j) Project Management Details

Project Timetable

- (a) Proposed project start date: _____
- (b) Proposed project completion date²⁰: _____
- (c) Duration (in months): _____

Implementation Schedule Table

In the table below, indicate the planned schedule of activities.

Please use the following acronyms:

D = Design Implementation **T** = Tendering & Contracting / Quote & Contracting **I** =
C = Closure

Year (please specify the Nth year) **Nth Year*** 201_ **N+1** 201_ **N+2** 201_

Quarters	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th
Activity												

* **N** represents the starting year of the project.

²⁰ If the project is selected for funding, the applicant must disburse the total funds allocated to it under this Action within 12 months from the signing of the contract with MSDEC.

Section 5: Funding of the Project

5a) What is the total cost of the project?

5b) How do you intend to finance it?

Own funds _____

Loans _____

Grant _____

Other (*please specify*) _____

5c) In case of a Bank Loan, please specify:

Name of Bank: _____

Branch: _____

Contact Person: _____

Telephone Number: _____

5d) Have you sought/received grant aid from other sources in respect of any intervention proposed under this project?

Yes No If yes, please provide details:

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5e) Have you ever incurred a Penalty applied under any EU Funding scheme? *(Please note that this does not disqualify you from applying for RDP funding).*

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5f) Basic information on financial projections of the entity/group applying for the grant:				
	Previous Year	Projected Current Year	Forecasted Year 1	Forecasted Year 2
	2012	2013	20__	20__
		€	€	€
Annual Turnover²¹				
Sales/Turnover				
Less taxes on sales				
Annual costs				
Direct inputs				
Overheads				
Labour Costs				
Rent				
Interest				
Other costs				
Gross Value Added²²				

²¹ Turnover = Value of Sales/Services - taxes on sales.

²² The Gross Value Added = Annual Turnover - Costs

Section 6: Project Location²³

6a) What title do you have on the project location? (please provide evidence of contract/s and/or agreement. Where necessary, please provide written authorisation from property owner for the work/s to be carried out).

Guardianship Deed

Lease

Management Contract

Guardianship Deed

6b) In case of small scale interventions on the Foundation premises, is the MEPA permit and other relevant permits in hand?²⁴

Yes No

If yes, please provide Permit number

²⁴ Please note that only small scale interventions to premises that are already covered by a valid MEPA permit or those that do not need a permit are eligible for funding.

SECTION 7 : APPLICATION REQUIREMENTS CHECKLIST

Are the following documents in place?

1)	Copy of I.D. Card of Project Leader	Yes <input type="checkbox"/> No <input type="checkbox"/>
2)	Title Deeds or Lease or other form of contract for location of Foundation's premises	Yes <input type="checkbox"/> No <input type="checkbox"/>
3)	Owner's consent (where applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4)	MEPA permit where relevant	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5)	Site plans and approved drawings related to the proposed investment	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6)	VAT Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7)	Company Registration No	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
8)	Registration Certificate for NGO/Voluntary Org	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
9)	Memorandum and Articles of Association	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10)	Registered Statute for NGO/Voluntary Organization.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
11)	Official ETC certificate showing the number of employees working within the entity applying for the funds.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
12)	Estimate for Marketing costs	Yes <input type="checkbox"/> No <input type="checkbox"/>
13)	Estimate for training and educational costs	Yes <input type="checkbox"/> No <input type="checkbox"/>
14)	Estimate for Capital costs ²⁵	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
15)	Letter of Recommendation from Bank	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
16)	Declaration from certified auditor confirming that the applicants availability of own financial resources matches the co-financing element	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
17)	Letter of intent for the Project Leader	Yes <input type="checkbox"/> No <input type="checkbox"/>
18)	Letter of intent for Partner Organizations	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
19)	Latest Audited Financial Statements (in the case of private entities)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
20)	Latest Income and Expenditure Statement (in the case of NGO's)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
21)	Business Plan ²⁶	Yes <input type="checkbox"/> No <input type="checkbox"/>
22)	Original signed project application form and supporting documentation together with five copies of the signed project application form and	Yes <input type="checkbox"/> No <input type="checkbox"/>

²⁵ The applicant must present a bill of quantities for the works involved certified by an architect

²⁶ The business plan must include a marketing plan and a training plan

		supporting documentation and a cd containing a soft copy of all the documentation submitted (application should be saved in both work and PDF format)	
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Section 8- Declaration

As applicant of this project proposal:

- I certify that the entries in this form and any other attachments enclosed are, to the best of my knowledge and belief, correct and the grant applied for is the minimum required for the project to proceed as described.
- I can also confirm that I am not aware of any reason why the project may not proceed or be delayed other than those reasons declared and the commitment can be made within the timescales indicated in Section 4j of this Application Form.
- I confirm that access will be allowed to the land/buildings which fall within the scope of this project, to any authorised person for the purpose of carrying out an inspection in order to verify the accuracy of the information in this application.
- I will notify MAGF and request a written approval of MAGF in advance of carrying out any changes to the nature of this project.
- I confirm that should I benefit from the funds allocated to this Action, the applicant as beneficiary, must complete the project in accordance with the terms and conditions stipulated in the Grant Agreement. Should the beneficiary fail to do so, the beneficiary will not receive the grant and, if the beneficiary would have already received any payments from the grant, the beneficiary would have to reimburse the funds received and interest charges may be applicable.
- I confirm that the applicant, as beneficiary of the grant, will undertake the necessary operational works/maintenance on an annual basis to ensure that any capital investment is properly sustained following completion of the project.
- I confirm that information will be provided on the results achieved following implementation of the project and the applicant undertakes to provide this information on an annual basis until 2019.

- I confirm that any further information will be provided as may be required by all stakeholders within the Ministry for Sustainable Development, Environment and Climate Change and Government entities and the Majjstral Action Group Foundation (MAGF) that may undertake audit checks and controls.
- I confirm that I will provide information on the results achieved following implementation of the project and I undertake to provide this information on an annual basis until 2019 .
- I understand that if the application is not complete in all relevant detail and every aspect, including this section, it may be rejected.
- I confirm that the entity submitting this application has not received any other grant for the project being proposed in this application. I confirm that should the entity receive a grant for this project prior to the adjudication of the grant under LEADER, I will inform MAGF and the Paying Agency immediately. I am aware that should I receive the grant under LEADER, I will not be eligible to apply for other grants or obtain additional funding for the same project proposed in this application.

Signature of Project Leader:
Name in Block Letters:
Position Held Within the Entity:
Date:
Stamp of the Entity:

SECTION 10: DATA INFORMATION

Part or all of the information you provide will be held on computer. This information will be used for the administration of application and producing monitoring reports. The Foundation has the right to share information with government departments, agencies and implementing bodies to enable them to prevent fraudulent applications or for detecting crime and to coordinate processing of complementary applications.

This Application form along with any attached documents will be treated as confidential throughout and after the project appraisal process. However if your project is selected for an award of grant, to meet EU requirements for transparency regarding the use of EAFRD assistance, the Ministry for Sustainable Development, Environment and Climate Change and MAGF have the right to publish the name of the applicant, the amount of grant awarded and a brief summary of the project.

I understand that MAGF are required to set ***performance indicators/targets*** for each project at the outset and monitor these during the implementation of the project, immediately after completion of the project and thereafter on an on-going basis.

Details of all grants will be published on the MAGF website www.leadermajjstral.eu.

Please return your completed application form along with the necessary documentation by hand to:

Majjstral Action Group Foundation,

12 Triq it-Tullier,

Attard. ATD 1631

For official use only:

Acknowledged by:

Date: ____/____/____

EU Database Ref Number:

