



**Majjistral Action Group
Foundation MAGF**

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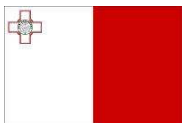
European Agriculture Funds for Rural Development (EAFRD)

Rural Development Programme for Malta

(2007-2013)

**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 Funds for Rural Development:

Europe Investing in Rural Areas

Co-Financing Rate:

80% European Union, 20% Government of Malta



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 and has the authority to take decisions during the course of implementation. A letter of intent must be submitted reflecting the nomination of a project leader by the beneficiary organisation.

Section 2 – Details of the Entity applying for the project

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

Please provide the name of entity applying for this scheme together with telephone number/s, website address, postal address, email address, the VAT number (where applicable) and MFSA registration number or VO No (where applicable) of the entity applying for the grant.

Q 2b) Type of Organization

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

NGO - the entity must be legally registered with the Registrar of Voluntary Organizations. In the case that the NGO is not yet registered, it can still apply but it must present the application form with the Registrar of Voluntary Organizations so that it is legally registered.

Producer Organizations, cooperatives and associations – these entities must be in representation of farmers and must be legally registered. Adhoc farmer groupings legally formed for the purposes of the project fall within this section.

Private enterprise - an enterprise is considered to be any entity engaged in an economic activity irrespective of its legal form. This includes in particular, self-employed persons and family business engaged in activities, and partnerships or associations regularly engaged in an economic activity. The private enterprise must be legally registered with MFSA.

Q 2c) Membership information

The applicant should include details such as number of members, criteria for membership and other relevant details.

Q 2d) Number of members

The applicant should clearly identify the number of members as per age groups specified in the application form.

Q 2e) Applicant's background and experience

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

Q 2f) Please provide the date when the entity was first established.

Q 2g) AWU's

Please specify the annual working units working within the entity applying for the grant. An Annual working unit is anyone person who works on a full-time basis within an enterprise for a whole year. Part-time staff, seasonal workers and those who do not work the full year count as fractions of one unit.

Q 2h) Aims and Objectives

Please outline the general aims and objectives of the entity applying for the grant. A business plan must be attached to the Application form.

Section 3 – Details of Partners to the Entity

Please indicate whether there is the involvement of any other local organisation (other than the applicant organization) for the project. If this is the case, the name of the organization and their role within the project should be provided.

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

Section 4 Details of the Project

The applicant must provide a business plan including a marketing plan and a training plan in relation to the project.

Q4a) Project Title

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

Q 4b) Organigram of Organization for Implementation of the Project

Clearly describe the institutional framework within which the project will operate and how the project will fit within this framework. Under this section the Applicant must prove that the organisation has the capacity to implement the project. Besides the experience that an organization has in the implementation of EU projects, capacity of the organization is also assessed in terms of adequate human resources. The Applicant should provide a clear description indicating the roles of responsibility of each person involved in the implementation of the project and how these persons will be coordinated and managed by the Project Leader.

Q 4c) Long-term goals of the Applicant Organization towards the project

The applicant must specify the intentions of the organization towards the project for future years. More detail on future plans of the organization must be reflected in the Business plan.

Q 4d) The social and environmental interest of the entity in the Majjstral territory.

The applicant should identify its interests of a social and environmental nature in the Majjstral territory.

Q 4e) Contribution of the project towards the implementation of the Majjstral Local Development Strategy.

The applicant should clearly identify how the project will help in the implementation of the Local Development Strategy of the Majjstral territory. A copy of the strategy can be accessed through www.leadermajjstral.eu.

Q 4f) Sustainability of the project

The applicant should specify in what way will it be able to sustain the project and carry out its role as a Foundation over a long term period, especially for the 5 years following completion of the project.

Q 4g) Indicators

Please quantify the indicator towards which the project will contribute.

The applicant must describe and quantify the services that it will be offering during the years. It must seek to identify the targets on annual basis for the 5 years following completion of the project in the business plan.

The indicators quantified in the application must be reflected in the Business plan and these indicators are binding. Therefore, it is important to note that if the project is approved, failure to deliver the agreed indicators could result in EU Funds being withdrawn and/or repaid by the Beneficiary.

Q 4h) Type of Action/s financed through the Investment

- i) You must indicate the costs related to the formation of the Foundation such as legal and/or notarial costs. Purchase of uniforms must also be included within this table. A very brief description of the nature of the costs, their estimated cost and the time period anticipated for each activity must be provided.
- ii) You must indicate the interventions of a capital nature that will be carried out. These may include interventions on the premises from where the Foundation will operate; and/or purchase or enhancement to capital equipment and/or purchase or enhancement to fixtures and fittings. A very brief description of the nature of the work or type of purchase or enhancement, their estimated cost and the time period anticipated for each activity must be provided.

In the case of small scale interventions to premises, only interventions that are already covered by a valid MEPA permit or those that do not require a MEPA permit will be accepted.

- iii) You must list the number of activities that will be carried out under the marketing and communications campaign, their estimated cost and the timeperiod anticipated

for each specific activity. The costs of the animator of the Foundation must be included here. (The list of activities must be reflected in the Marketing Plan).

- iv) You must list the number of activities that will be carried out under the educational and training programme, their estimated cost and the timeperiod anticipated for each specific activity. (With regards to the training for the members of the Foundation, you are required to provide the list of activities within the Training Plan).

Q 4i) Project Costs

In the tables provided please indicate the eligible costs of the individual components of the project. There is a table for each eligible type of investment under Action 413.7. Please ensure that the appropriate table is filled in. Please note that in the case Eligible Action ii - small scale interventions to premises, the applicant has to provide one signed estimate by an architect and this cost must be reflected in the appropriate table. In the case of the other types of activities the applicant has to provide estimates that will be reflected in the appropriate tables.

- i) Completing Tables.

In each of the tables, columns 2-5, indicate the values in Euros according to the estimates. In the 6th and 7th column please indicate the applicant's contribution exclusive and inclusive of VAT respectively.

Table 4i – (v) will sum up all the costs reflected in the thus giving a global total for costs related to the action.

IMPORTANT – No requests for additional funding to cover additional costs incurred will be entertained.

Q 4j) Project Management Details

Please indicate what the proposed start date of the project is, its completion date, as well as the total duration of the project in months. The project must be completed i.e the total funds allocated to the project must be disbursed within 12 months of the signing of the contract with the Paying Agency under the Ministry for Sustainable Development, Environment and Climate change.

In the **Implementation Schedule Table** please indicate the planned schedule of activities using the provided acronyms. You must specify the starting year of the project. The 3 specific eligible activities i.e capital investment activities, marketing activities and training and educational activities must be reflected in the table. Project leaders are to ensure that the implementation schedule presented in the proposal is as realistic as possible (and any potential delays are factored in) because this schedule will be binding in the grant agreement. Any deviation at a later stage (for whatever reason) may result in automatic de-commitment of funds (for the project and ultimately for Malta).

Please use the following definitions:

Design (D) refers to the timeframe required to finalise timeframe required to finalise specifications of calls.

Tendering (T) refers to the timeframe of the collection of quotations and architects' estimates and evaluation of the quotations received right up to contracting.

Implementation (I) refers to project life.

Closure (C) refers to issues such as the commissioning of final implementation reports, certification, settlement of any outstanding invoices (final disbursement) and final request for payment claim to the Paying Agency.

Section 5 – Funding of the Project

The percentage amount of aid intensity is 80% of total eligible investment excluding the VAT amount.

The applicant must indicate whether the funding that is to be provided by the applicant will be funded from own financial resources or whether the applicant will be obtaining a bank loan for this project. In the case of own financing, kindly provide a signed declaration by a certified auditor confirming that the Beneficiary can meet the co-financing expenditure of the proposed project or a bank letter confirming availability of credit facility should the need arise. In the case of a bank loan please provide details of the bank you will be getting a loan from with respect to the project and the contact details of the contact person at the bank and the bank sanction letter (if the latter is available).

It is important to provide exact details of any grant aid which has been sought and/or received, by the organization and the farm units forming part of the network, from other sources in respect of any interventions proposed under this project. Also you must provide details of any penalties that you and the farmers adhering to the network have incurred under any EU funding scheme.

Q 6f) Financial Documentation

Please provide the information requested in the table provided. Please provide the entity's latest available annual turnover and the annual costs in order to determine the Gross Value Added for 2012 (if the entity is already operating). In the 3rd, 4th and 5th columns respectively, please provide the forecasted turnover and annual costs for the current year and the 1st and 2nd year following completion of the project.

Please note that value of product/services minus the taxes on sales will give the annual turnover. Taxes on sales should reflect the taxes incurred by the organization on Turnover.

It is important to note that should the project be granted assistance under Action 413.7, the applicant will be obliged to submit such declaration on an annual basis until 2017 and may also be requested to submit audited accounts on an annual basis should MAGF and the Paying Agency deem it necessary.

Section 7 – Project Location

Q 6a) Please provide the title on the project location.

The applicant must provide evidence of any title or agreement through an authentic copy of the deeds contract or lease contract or management agreement or guardianship deed for the premises from where the foundation of territorial rangers will be operating. In the case of a lease/management agreement/guardianship deed, the applicant must also submit a letter of consent by the owner of the property whereby the owner indicates that the proposed project can take place on the site in question.

Q6b) MEPA permits

If small scale interventions are envisaged on the existing premises, specify the MEPA permit no if applicable.

Supporting Documentation

The applicant is required to provide all the supporting documentation listed in the application form.

IMPORTANT – THE APPLICATION FORM MUST BE ENDORSED BY THE PROJECT LEADER. ALSO ANY ANNEXES TO THE APPLICATION FORM MUST BE ENDORSED BY THE PROJECT LEADER.