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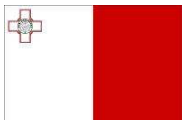
European Agriculture Fund for Rural Development (EAFRD)

Rural Development Programme for Malta

(2007-2013)

Assistance Notes for completing the Application Form for
**Action 413.4 – Support for the development and marketing
of 3 distinctive products 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



Section 1 – Details of the Project Leader

Please provide the name and personal 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/s.

Section 2 – Details of an individual operator applying for the project

This section applies to self-employed persons and has to be filled in and signed by each different individual operator participating in the project. All copies must be attached to the application form.

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

Please provide the name of the individual applying for this action together with postal address, telephone number/s, website address, postal address, email address, website address, ID number and the VAT number (where applicable).

Q 2b) Applicant's background and experience

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

Section 3 – Details of private entity applying for the project

This section applies to entities and has to be filled in and signed by a delegated representative of each different entity participating in the project. All copies must be attached to the application form.

Q 3a) General Details of the private entity applying for the grant.

Please provide the name of the entity applying for this scheme together with postal address, telephone number/s, website address, postal address, email address, website address, ID number, Co registration number or equivalent and the VAT number (where applicable).

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.

Producer Organizations, cooperatives and associations – these entities must be in representation of farmers and must be legally registered. .

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 3b) Applicant’s background and experience

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

Section 4 – Details of Partners to the Entity

Please indicate whether there is the involvement of any other local organisation (other than the applicant organization/s) 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.

Please note that in this section, ‘Partners’ does not mean the different entities or individuals applying for the project.

Section 5 – Details of the Project

The applicant must provide a business plan which also includes a marketing plan in relation to the project.

Q 5a) Project Title

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

Q 5b) Project Scope

The applicant/s must explain in detail the scope and nature project and why it is being undertaken. If LEADER funding is needed to cover the costs of a particular element/s of the project, this must be clearly indicated.

The applicant/s must clearly indicate within the business plan the different operators from the different stages of the production chain involved in the project. The specific links that the product being proposed has with the Majjstral territory must be clearly indicated. These links may be the production process itself or for example the fresh produce that will be used for the project can only be found in the Majjstral territory.

The relevant timeframes for each activity/action that is being proposed should be indicated.

Q 5c) 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 of the different operators participating in the project have 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 5d) 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. 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.

Q 5e) The project's contribution to the increase in awareness about the territory and towards the concept of regional identity and cohesion

The applicant must clearly indicate in what way the project will increase the community's awareness about the Majjstral territory. The applicant must also explain how the concept of regional identity and cohesion will be enforced through the realisation of the project.

Q 5f) The project's contribution towards the Majjstral Local Development Strategy

The applicant may make reference to the Local Development Strategy for the Majjstral territory which is available from www.leadermajjstral.eu under the section Downloads. The applicant must indicate how the project will contribute towards reaching one or more of the strategic objectives of the strategy.

Q 5g) Innovation of the project

The applicant must clearly indicate any innovative elements of the proposed project,

Q 5h) Benefits of the project to the different operators

The applicant/s must clearly indicate how the project will be beneficial to the different operators participating in the project.

Q 5i) Benefits of the project to different target groups

The applicant/s must clearly indicate which are the groups in the community that may be affected by the implementation and realisation of the proposed project and also how the project will be beneficial to them.

Q 5j) Project Costs

In the tables provided please indicate the eligible costs of the individual activities of the project. There is a table for each eligible type of investment under Action 413.4. Please ensure that the appropriate table is filled in.

The applicant is also required to fill in Annex 1 to the application form and endorse it.

In the case of all the types of activities, the applicant has to provide 3 quotations or proforma invoices and the lowest priced quotations must be selected and be reflected in the appropriate tables.

To be considered valid, the quotations or proforma invoices must make reference to the name and VAT number of the supplier, the name and VAT number of the entity requesting the quotation and must include the amount excluding VAT, the VAT amount and the amount including VAT. The quotations or proforma invoices must be dated and signed by the supplier.

Guide for Completing Tables

Tables in section 5j

In column 2, indicate the chosen supplier for the related activity. In columns 3-5, indicate the values in Euros in accordance with the chosen quotation. In the 6th and 7th column please indicate the applicant's contribution exclusive and inclusive of VAT respectively.

Table viii) will sum up the costs reflected in all the other tables thus giving a global total for costs associated with the proposed project.

Table in Annex 1 to the application form

In this table provided, please indicate the eligible costs of the individual components of the project. Please ensure that all the columns are filled in.

In column 1, please indicate the name of the individual component of the project. In column 2, indicate the value for the individual component on the chosen quotation and the name of the chosen supplier for the related component. In columns 3 and 4, indicate the name of the other suppliers for which the applicant has presented the quotes for the same component.

In column 5, indicate the values in Euros excluding VAT in accordance with the chosen quotation. In column 6, indicate the total VAT amount of the chosen quotation. In column 7, indicate the total of column 5 and column 6. In the 8th and 9th column please indicate the applicant's contribution exclusive and inclusive of VAT respectively.

Please note that if the project is selected for funding, the labels for the product must make reference that the product originates or is produced within the Majjstral territory. It is to be

noted that if and when MAGF creates the brand for the territory, the selected product must bear the Majjistral branding if the standard requested by MAGF for the product is attained and maintained. Also any marketing activity must adhere to the Publicity Guidelines of the RDP for Malta 2007-2013 and must emphasise the Majjistral territory.

Q 5k) 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 publication of the final list of the results by MAGF.

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 specific eligible 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 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.

Q 5l) Project Location

The applicant must specify the location of the project with particular reference to the location whereby the product is being or will be produced. Proof of title to the location of the project must be presented and this location cannot be changed within 5 years following the date of completion of the project. If for any reason, the project location must be changed, the applicant will need prior written approval from MAGF. The project can be relocated only within the Majjistral territory and the project must retain the same scope.

Section 6 – 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 different operators participating in the project. Also you must provide details of any penalties that any of them may have incurred under any EU funding scheme.

Section 7) Financial Documentation

Please provide the information requested in the table provided. Please provide the forecasted turnover and annual costs for the current year and the 1st, 2nd, 3rd and 4th year of operations should the project be selected for funding.

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.

In the case of applicant/s who are already operating together on other projects, the final audited accounts must be submitted.

It is important to note that should the project be granted assistance under Action 413.4, the applicant will be obliged to submit a declaration of sales on an annual basis until

Year 2018/2019 and may also be requested to submit audited accounts on an annual basis should MAGF and the Paying Agency deem it necessary.

Section 8 Supporting Documentation

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

Documents no.2,4,5,6,7,8,11 and 12 must be presented for each operator participating in the project (where applicable).

5 copies of the application form and the supporting documentation must be also presented with the original copies. A soft copy of all must be presented.

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.