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 **Application for application for funding under Measure 1 of the GAGF LEADER Programme - “Gozo in 21st Century Media” – Develop an ICT media platform for the valorisation of Gozitan lifestyle concept – Second Call - updated on 11th September, 2019**

**GOZO ACTION GROUP FOUNDATION (GAGF)**

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*This measure falls under the* ***LEADER*** *Programme (Community Led Local Development) of the Rural Development Programme (RDP) 2014 – 2020, which is part financed by the European Agricultural Fund for Rural Development and falls under the responsibility of Funds and Programme Division within the Ministry for European Affairs and Equality (MEAE).*

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Should you have any queries with the compilation of this form, contract GOZO ACTION GROUP FOUNDATION (GAGF) or email to info@leadergozo.eu or call number: 2155 0322.

**Please read the accompanying Guidance Notes before completing this Application Form.**

The information you provide in your application form will be used to check solely the eligibility of your project for approval of the grant in accordance with the Data Protection Act. If there is insufficient space to answer any question, please continue on a separate sheet and attach to your Application Form.

Applicants are to check that **all** necessary supporting documents are submitted together with this form. Following submission, the authority may request additional material. The Applicant has to submit requested information for the Application to remain valid. Only Application forms submitted by hand will be accepted.

**Please complete this document in block letters or type.**

# Information about the Applicants

## Details about partner nominated as contact point for this application

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## Names of all partners[[1]](#footnote-1) involved in this application

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| Public governance | NGOs | Private Business |
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## Description of agreement between partners involved in this application.

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| Agreement Element | Description |
| Agreement Start Date |  |
| Agreement End Date |  |
| Decision-Making Arrangements |  |
| Financial Arrangements |  |
| Monitoring/Auditing Arrangements |  |
| Administrative Arrangements |  |
| <other elements> |  |
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# Information about the Project

## Project Title:

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## Overall Description of the way in which the project will contribute to/achieve the aims of the actions:

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## Detailed List of Project Activities

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| Name and code | Type (choose from list of eligible activities | Responsible Partner | Description of activity | Localities and specific sites covered by the activity | Start and end Dates | Budget (€) | Regulatory requirements (developments permits, land titles, trading permits, etc.) and their current status | Links to other project activities |
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# Selection Criteria and Indicators

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| *The Focus Area, cross-cutting objectives and Gozo needs that are to be addressed through this project* | Yes | No |
| New Economy Activities |[ ] [ ]
| Climate and Environment |[ ]  [ ]  |
| Gozo Lifestyle |[ ] [ ]
| Cultural Heritage |[ ] [ ]
| Partnership Approach |[ ] [ ]

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| Criterion | The way in which the project will be designed and managed to achieve the criterion |
| Ensuring the quality of the media content created by the project towards national and international dissemination opportunities for Gozo |  |
| Promoting the effectiveness of e-marketing and e-commerce systems opportunities for Gozo business created by the project |  |
| Maximising the extent and quality of media opportunities for NGOs created by the project |  |
| Ensuring financial sustainability during project implementation |  |
| Ensuring financial sustainability after project implementation |  |
| Preserving aspects of Gozitan identity, cultural and natural heritage for future generations |  |
| Providing opportunities for strengthening of social cohesion in Gozo between different actors and across generations |  |
| Creating opportunities for climate and environmental performance improvement in Gozo |  |
| Creating opportunities for innovative activities in Gozo |  |
| Developing and retaining ICT, media, and creative economy skills in Gozo, especially among the younger generations |  |

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| --- | --- |
| Indicator | Value |
| Number of new ICT media platforms generated |  |
| New jobs directly created |  |
| Number of media projects undertaken |  |
| Size of circulation/media hits/views/exposure |  |
| Number of business units affected |  |
| Number of NGOs affected |  |

# Detailed Budget, Procurement and Disbursement

## Project Cost

Please provide an exhaustive list of the items of the proposed project to be co-financed by this Measure along with the VAT value as indicated. Eligibility costs are to be divided by type of investment as indicated. Use additional sheets if necessary. All costs to be provided in Euro (€).

## Procurement

1. Public Procurement Table

State the expected number of tenders and total value of each tender in €. VAT should be quoted separately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Tender/Call** | **Type of Tender** | **Procedure** | **Estimated Value excl. VAT (€)** | **VAT****(€)** |
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| **Total** |  |  |  |  |

1. Implementation Schedule

In the table below, indicate the stage of the tender/call per quarter. Please note that the proposed project must be completed **within three (3) years from the date of the signing of the contract between the LAG chairperson and a legal representative of the beneficiary.**

Please use the following acronyms:

**D** - Design **T** - Tendering & Contracting

**I** – Implementation **C** - Closure

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| --- | --- | --- | --- |
| **Year** | **Nth Year\*** | **N + 1** | **N + 2** |
| (please specify the Nth year) |  |  |  |
| **Quarters** | **1st** | **2nd** | **3rd** | **4th** | **1st** | **2nd** | **3rd** | **4th** | **1st** | **2nd`** | **3rd** | **4th** |
| **Tender/Call 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tender/Call 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tender/Call 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tender/Call 4** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tender/Call 5** |  |  |  |  |  |  |  |  |  |  |  |  |

**Note:** The Public Procurement Regulations 2005 (and any subsequent amendments) should be consulted in order to establish realistic timeframes.

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

1. Contracting, Disbursement and Payment Claim Schedule

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| --- | --- | --- | --- | --- | --- |
|  | **Year** | **Nth Year\*** | **N+1** | **N+2** | **Total** |
|  |  | (please specify the Nth year) |
| **Quarter** | **1st** | **2nd** | **3rd** | **4th** | **1st** | **2nd** | **3rd** | **4th** | **1st** | **2nd** | **3rd** | **4th** |  |
| **Total Eligible costs (excl. Vat) (€)** | **Contracted** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disbursement** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **VAT (€)** | **Contracted** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disbursement** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Grand Total (€)** | **Contracted** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disbursement** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Submission of Payment Claim** | **Eligible cost only** |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Project Readiness

Please indicate at which stage the project is in the design, tendering process (in the case of public entities), compilation of studies (where applicable), drawing up of Environmental Impact Assessment (EIA) (where applicable) and related permits (where applicable).

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# Project Sustainability

Describe how the benefits of the project will continue to be delivered after grant support comes to an end. Kindly note that in accordance with Council Regulation 1305/2013 an operation retains 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 relation constituting such a change).

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# Risks and Conditionality

Any conditionality must be specific and achievable, indicating clearly what should be done, by when and by whom. Conditionality not within the control of the applicant is still deemed to be conditionality on the project and should also be included.

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# Declaration

* 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 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 this Application Form.
* I allow access to the land/buildings 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 the LAG in advance of carrying out any changes to the nature or construction of this project.
* I confirm that should I benefit from a grant under this Scheme, I must complete the project in accordance with the terms and conditions stipulated in the Grant Agreement. Should I fail to do so, I will not receive the grand and, if I would have already received any payments from the grant, I would have to reimburse the funds received and interest charges may be applicable.
* I will provide information on the results achieved following implementation of the project and I undertake to provide this information on annual basis until 2026.
* I will provide any further information as may be required by all stakeholder within the Ministry for European Affairs and Equality and Government entities that may undertake audit checks and controls.
* 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 certify that financial support received is compliant with the De Minimis State Aid Regulations and enclosed is the De Minimis Declaration.

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| Signature of Project Leader: |
| Name in Block Capitals: |
| Date: |
| Position Held: |

# Checklist

***List of requirements and annexes Checklist***

The below is a list of supporting documentation that concerts the applicant/applications. Applicants are advised to note whether the submission of relevant documents:

* Is obligatory or required at application stage[[2]](#footnote-2), and also whether;
* It is compulsory for all applicants, or as applicable for a specific applicant[[3]](#footnote-3), as indicated in the list below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Original signed project application form together with three copies of the signed project application form and a cd containing a soft copy of all documentation submitted (application should be saved in both word and pdf format). All copies must include all supporting documentation attached to the original Application Form

(**Obligatory** at application stage) | *Compulsory for all applicants* | Yes [ ]  | No [ ]  |  |
| 1. Audited Financial Statements for each partner for year N-1.[[4]](#footnote-4)

(**Obligatory** at application stage) | *Compulsory for all partners* | Yes [ ]  | No [ ]  |  |
| 1. Audited Financial Statements of year N-1 and N-2. If n-1 year audited accounts are not available, the applicant is to submit management financial accounts

(**Obligatory** at application stage, where applicable) | *Applicable for Local Councils only* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. For each partner, a declaration signed by a certified Auditor concerning the financial standing and the ability of the entity to continue conducting activities as a going concern

(**Obligatory** at application stage) | *Compulsory for all partners* | Yes [ ]  | No [ ]  |  |
| 1. Declaration from a certified Auditor confirming that the partners can match the 20% co-financing funding and VAT component required from own resources and can sustain the projects for five (5) years after its completion

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. Calculations of annual (operational) costs involved in sustaining the project for 5 years following the completion of the project and endorsed by an architect

(**Required** at application stage, where applicable) | *Where applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Specific deed of partnership between the partners involved in the project – agreement start date of partnership has to be dated before the submission of the application and the agreement end date of partnership has to be dated till project closure (including the 5 years following the completion of the project)

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. The role of each partner and the obligations for each partner

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. Copy of Voluntary Organisation (VO) Certificate

(**Required** at application stage, where applicable) | *Applicable for each VOs only* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. A copy of the certificate of compliance issued by the Commissioner for Voluntary Organisations

(**Obligatory** at application stage, where applicable) | *Applicable for each VOs only* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. The latest VO Statute as approved by the Commissioner for Voluntary Organisations

(**Obligatory** at application stage, where applicable) | *Applicable for each VOs only* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. For each partner, a copy of VAT Certificate

(**Obligatory** at application stage, where applicable) | *If applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. For each partner, Latest Employment Return Form submitted to the Jobsplus Corporation which proves the number of Annual Work Units employed with the entity applying for the grant

(**Obligatory** at application stage, where applicable) | *Where applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. For each partner, FSS / SSC Clearance Certificate from the Inland Revenue Department together with VAT Declaration from the VAT Department confirming there are no pending dues.

(**Obligatory** at application stage, if applicable) | *If applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Photocopy of ID card of Project Leader, and legal representative of each partner

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. Signed Letter of Intent from the Project Leader

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. Declaration from the Project Leader confirming that the project did not benefit from other EU or National Funds

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. Signed declaration from owner of the premises specifying the address from where the applicant will be delivering the proposed service

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. With respect to areas of physical intervention; Proof of Ownership of premises (in the case of owned premises); Proof/evidence of building lease/management agreement/guardianship deed (where applicable); Owners’ consent (where applicable) – in the case of leased premises; Letter of Intent from Local Council/s

(**Required** at application stage, where applicable) | *Where applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Signed declaration from the owner of the property specifying the address of where the investments will be kept during the project for 5 years following the final payment

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. At least One (1) Itemized guaranteed[[5]](#footnote-5) quotation – these quotations should include the supplier’s and the applicant details, letterhead, VAT numbers, a detailed breakdown of the costs, dates and signatures. The applicant has to follow the procedure as in Section 21 for reimbursement.

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. Signed and Dated Adjudication Report stating the chosen supplier/s, if all the three quotations has already been collected as per section 21.

(**Required** at application stage)) | *Where applicable.* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Joint Declaration by Mayor and Executive Secretary of the Local Council, stating that the Local Council commits to its co-financing obligations.

(The GAGF retains the right to consult with the Director of Local Government (DLG) to check that the co-financing as declared by the Local Council is available/likely to be met. This assessment by the Director of Local Government will be made on the basis of the information provided by the Applicant).(**Obligatory** at application stage, where applicable) | *Applicable for Local Councils only* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Business Plan signed by all partners, the Mayor (if applicable), the Executive Secretary (if applicable) and the Project Leader. The Business Plan should include the below content:
* Purpose of the project;
* Objectives;
* External Environmental Analysis;
* SWOT Analysis;
* Project budget including:

- outflows;- inflows;* Project Gantt Chart with milestones of the project;
* Media Projects details;
* Dissemination Plan;
* Background technical, content and commercial studies Plan for the project;
* Key Performance Indicators to identify the success of the project.

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. A System Design with no inconsistences should be provided. The design should be composed of integrated patterns and principles that define the overall design of the projects.

Beneficiary should state the type of technology to be used for the development of the ICT Media platform (Programming Languages and Frameworks).The Design of the platform should be user-intuitive and user-friendly.(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. An organigram detailing the organisational structure of the management team of the project signed by all partners, the Mayor (if applicable), the Executive Secretary (if applicable) and the Project Leader

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. Bank Sanction letter in case of a Bank Loan being utilised

(**Required** at application stage, if applicable) | *If applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Signed, dated and detailed Estimate by architect in case of structural works (BOQs in case of Local Councils)

(**Required** at application stage, where applicable) | *Where Applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Investment plan (Section 4 of the application form)

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. A copy of the relevant permits (DNO, Full Development Permit, TM Clearance and No Objection Form from the Lands Department) if applicable. If no permits are required for the proposed project a declarations from relevant authority must be submitted. In such eventuality, the Ministry for European Affairs and Equality and the Gozo Action Group Founds (GAGF) will NO way be held responsible for any expenses incurred by the Applicant as a result of this outcome

(**Required** at application, if applicable) | *If applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. The Applicant must also submit site plans and approved drawings by PA related to the proposed investment

(**Required** at application stage, if applicable) | *Required only in case of structural works* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Dated declaration signed by a warranted architect that the enhancement to premises or the proposed use does not require a PA permit or a DNO

(**Required** at application stage, if applicable) | *If applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. All sections of the application have been filled in

(**Obligatory** at application stage) | *Compulsory* | Yes [ ]  | No [ ]  |  |
| 1. Annex 1 – VAT Declaration Form

(**Obligatory** at application stage, if applicable) | *If applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Annex 2 – Co-financing Form

(**Obligatory** at application stage, if applicable) | *If applicable* | Yes [ ]  | No [ ]  | N/A [ ]  |
| 1. Annex 3 – De Minimis declaration as clearance from state aid issues

(**Obligatory** at application stage, if applicable) | *Compulsory* | Yes [ ]  | No [ ]  | N/A [ ]  |

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| **Please Note:****Part or all of the information you provide will be held on a computer. This information will be used for the administration of applications and producing monitoring reports. The Department has the right to share information with other government departments, agencies and implementing bodies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.****The information on the Application Form along with any attached documents will be treated as confidential throughout and after the project appraisal process. 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 European Affairs and Equality and Gozo Action Group Foundation (GAGF) have the right to publish the name of the applicant, the amount of grant awarded and a brief summary of the project.** |

1. Partnership shall consists of at least three entities: the applicant which could be considered as the lead partner and two other partners. Applicant shall clearly specify the role to be played by the applicant and the project partner. [↑](#footnote-ref-1)
2. An obligatory document is one that MUST be submitted at application stage. Without such document, the application shall not be accepted. A required document is one that NEEDS to be submitted at application stage, but, if it is missing from the application, the applicant shall be notified to submit the missing documents within the stipulated period. [↑](#footnote-ref-2)
3. A Compulsory document is one that must be submitted by ALL applicants. A non-compulsory document is one that has to be submitted by an applicant, if applicable. [↑](#footnote-ref-3)
4. N is the current year. [↑](#footnote-ref-4)
5. “Guaranteed quotations” means that the applicant must get a signed quotation from the supplier/s which must remain valid until completion of the project if the project is selected for funding. This quotation must be a formal one including the letterhead of the supplier, details of both supplier and the applicant, VAT number and original signature. [↑](#footnote-ref-5)