



EU funds
for Malta | 2014
2020



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

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).*

The Rural Development Programme for Malta 2014-2020



LEADER
European Agricultural Fund for Rural Development (EAFRD)
Co-financing rate: 75% EU Funds; 25% National Funds



***The European Agricultural Fund for Rural Development:
Europe Investing in Rural Areas***

Should you have any queries with the compilation of this form, contact 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.

1 Information about the Applicants

1.1 Details about partner nominated as contact point for this application

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1.2 Names of all partners¹ involved in this application

Public governance	NGOs	Private Business

1.3 Description of agreement between partners involved in this application.

Agreement Element	Description
Agreement Start Date	
Agreement End Date	
Decision-Making Arrangements	
Financial Arrangements	
Monitoring/Auditing Arrangements	
Administrative Arrangements	
<other elements>	

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.

2 Information about the Project

2.1 Project Title:

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

2.3 Detailed List of Project Activities

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

3 Selection Criteria and Indicators

<i>The Focus Area, cross-cutting objectives and Gozo needs that are to be addressed through this project</i>	Yes	No
New Economy Activities	<input type="checkbox"/>	<input type="checkbox"/>
Climate and Environment	<input type="checkbox"/>	<input type="checkbox"/>
Gozo Lifestyle	<input type="checkbox"/>	<input type="checkbox"/>
Cultural Heritage	<input type="checkbox"/>	<input type="checkbox"/>
Partnership Approach	<input type="checkbox"/>	<input type="checkbox"/>

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	

4 Detailed Budget, Procurement and Disbursement

4.1 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 (€).

4.2 Procurement

i. 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 (€)
Total				

ii. 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

Year	N th Year*			N+1	
(please specify the N th year)					
Quarters	2 nd	3 rd	4 th	1 st	2 nd
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

iii. Contracting, Disbursement and Payment Claim Schedule

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

5 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 Awareness (EIA) (where applicable) and related permits (where applicable).

6 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).

7 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.

8 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 grant 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.

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

9 Checklist

i.	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	<i>Compulsory for all applicants</i>
ii.	Audited Financial Statements for each partner for year 2017	<i>Compulsory for all partners</i>
iii.	Audited Financial Statements of year n-1 and n2. If n1 year audited accounts are not available, the applicant is to submit management financial accounts	<i>Applicable for Local Councils only</i>
iv.	For each partner, a declaration signed by an auditor concerning the financial standing and the ability of the entity to continue conducting activities as a going concern	<i>Compulsory for all partners</i>
v.	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	<i>Compulsory</i>
vi.	Calculations of annual (operational) costs involved in sustaining the project for 5 years following the completion of the project and endorsed by an architect	<i>Where applicable</i>
vii.	Specific deed of partnership between the partners involved in the project	<i>Compulsory</i>
viii.	Copy of Voluntary Organisation (VO) Certificate	<i>Applicable for VOs only</i>
ix.	Declaration from the office of the Commissioner for Voluntary Organisations confirming that the VO applying for funds is in line with the respective requirements	<i>Applicable for VOs only</i>
x.	Registered VO statute	<i>Applicable for VOs only</i>
xi.	Copy of VAT Certificate	<i>If applicable</i>
xii.	VAT declaration form	<i>If applicable</i>
xiii.	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	<i>Where applicable</i>
xiv.	For each partner, FSS / SSC Clearance Certificate from the Inland Revenue Department together with	<i>Compulsory</i>

	VAT Declaration from the VAT Department confirming there are no pending dues.	
xv.	Photocopy of ID card of Project Leader	<i>Compulsory</i>
xvi.	Signed Letter of Intent from the Project Leader	<i>Compulsory</i>
xvii.	Declaration from the Project Leader confirming that the project did not benefit from other EU or National Funds	<i>Compulsory</i>
xviii.	Signed declaration from owner of the premises specifying the address from where the applicant will be delivering the proposed service	<i>Compulsory</i>
xix.	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	<i>Where applicable</i>
xx.	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	<i>Compulsory</i>
xxi.	Three (3) Itemized guaranteed quotations – 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 opt always for the cheapest quotation. Reimbursement will <u>only</u> be done on the cheapest quotation	<i>Compulsory</i>
xxii.	Signed and Dated Adjudication Report stating the chosen supplier/s	<i>Compulsory</i>
xxiii.	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).	<i>Applicable for Local Councils only</i>
xxiv.	Project Gantt Chart and periodic indicators signed by all partners, the Mayor (if applicable), the Executive Secretary (if applicable) and the Project Leader	<i>Compulsory</i>
xxv.	An organigram detailing the organisational structure of the management team of the project signed by all	<i>Compulsory</i>

	partners, the Mayor (if applicable), the Executive Secretary (if applicable) and the Project Leader	
xxvi.	Bank Sanction letter in case of a Bank Loan being utilised	<i>If applicable</i>
xxvii.	Signed, dated and detailed Estimate by architect in case of structural works (BOQs in case of Local Councils)	<i>Where Applicable</i>
xxviii.	De Minimis declaration as clearance from state aid issues	<i>Compulsory</i>
xxix.	Investment plan (Section 4 of the application form)	<i>Compulsory</i>
xxx.	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 Funds (GAGF) will NO way be held responsible for any expenses incurred by the Applicant as a result of this outcome	<i>If applicable</i>
xxxi.	The Applicant must also submit site plans and approved drawings by PA related to the proposed investment	<i>Required only in case of structural works</i>
xxii.	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	<i>If applicable</i>
xxiii.	All sections of the application have been filled in	<i>Compulsory</i>
xxiv.	Annex 1 – VAT Declaration Form	<i>If applicable</i>
xxv.	Annex 2 – Co-financing Form	<i>If applicable</i>

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.