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2020



**Guidance Notes 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**

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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***

In case of any conflicts between these guidance notes and the text of the Rural Development Programme (RDP) 2014-2020, GAGF Local Development Strategy and other legislative text, the interpretation given by the relevant legislation will be given overall priority.

The Foundation reserves the right to request also additional information not included in the accompanying application form

Definitions:

Agriculture and Rural Paying Agency (ARPA): The Agriculture and Rural Payments Agency within the Ministry for the Environment, Sustainable Development and Climate Change is the Paying Agency.

Checks and controls: Provide a means of verification that the investment operation complies with, and is in conformity to, the relevant rules and regulations.

Cost-effectiveness analysis: Compares the costs and effects of an intervention to assess the extent to which it can be regarded as providing value for money.

Decision Committee (DC): The DC of the LAG is the decision-making body in relation to all activities.

EAFRD: European Agricultural Fund for Rural Development.

EAFRD regulation: Regulation (EU) No 1305/2013 of 17 December 2013 on support for rural development by the EAFRD.

Evaluation Committee (EC): A committee appointed by the LAG and can be constituted by at least 2 members. Both are responsible for administratively checking the applications.

Evaluation: A periodic collection and analysis of evidence to form conclusions on the effectiveness and efficiency of interventions.

Grant Agreement: An agreement signed between the LAG and the selected applicant (beneficiary) containing provisions and conditions related to the particular support.

GAGF: Gozo Action Group Foundation

Local Action Groups (LAGs): A Local Action Group (LAG) is a non-profit-making composition made up of public and private organizations from rural villages having a broad representation from different socio-economic sectors.

LEADER: *Liason Entre Actions de Development de l'Economie Rurale*'. The LEADER programme refers to the implementation of the actions included in the Local Development strategies by the LAG to address specific local issues in line with the Rural Development programme for 2014-2020.

Local Development Strategies (LDS): a coherent set of operations established to meet local objectives and needs, and which contributes to meeting the Union strategy for smart, sustainable and inclusive growth, and which is designed and implemented by a local action group.

Managing Authority (MA): A national or regional body designated by a Member State to manage a rural development programme.

Measure: An Aid Scheme for implementing a policy. Each measure sets out specific rules to be complied with by the projects or actions that can be financed. There are two main types of measures: investment measures and area-related aid.

Project Selection Appeals Board (PSAB): An independent Committee that assesses any submissions of appeals.

Project Selection Committee (PSC): The role of the Decision Committee includes the assessment and review of all recommendations made by the Evaluation committee. The PSC assesses and ranks applications.

Results: The direct effects or changes that arise due to the intervention.

Rural Development Programme (RDP): A document prepared by a Member State or region, and approved by the Commission, to plan and monitor the implementation of the rural development policy.

Single undertaking includes all enterprises having at least one of the following relationships with each other:

- a. One enterprise has a majority of the shareholder's or members' voting rights in another enterprise;
- b. One enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- c. One enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- d. One enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) through one or more other enterprises shall also be considered to be a single undertaking

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1. Introduction

These Guidance Notes are intended to assist Applicants understand the requirements for requesting and receiving funding support under *Measure 1 – Gozo in 21st Century Media – Develop an ICT media platform for the valorisation of Gozitan lifestyle concept* of the Local Development Strategy for Gozo and Comino.

The action is expected to create a direct contribution through modernising economic activity, attracting younger, higher-skilled workers, and improving the marketing and competitiveness of other sectors. It is expected to improve the outreach activities of NGOs, with beneficial effects on their capacity and financial sustainability.

The action will create elements of innovation by directly supporting a ‘new economy’ activity and related creative economy activities, while providing a platform for development and innovation across a wide spectrum of business in Gozo. It will improve competitiveness by generating access to new marketing tools and payment systems.

Digital business methods may lead to a stronger decoupling between economic growth and climate and environmental performance.

The action will stimulate the creation of human capital in the digital and creative sectors, while fostering an improvement in digital skills across a wide sector of Gozitan economy and society.

Applicants are advised to familiarise themselves with these Guidance Notes prior to filling in and preparing the Application Form. The Guidance Notes, Application Form and all annexes and other documentation are available at www.leadergozo.eu under the sub-heading Downloads – Funding Calls¹.

Applicants are reminded to check that they referred to the latest guidance notes as available on the website, and that they have filled in the latest available version of the application form that is available for download from the website. Only the latest version at the time of application will be accepted.

2. Rationale for Intervention

Relevance to LEADER approach	Enhancing competitiveness, innovation and quality of life	The action is innovative in bringing together strands of business, NGO activity and governance towards modern media resources. This is expected to enhance the competitiveness of business and the delivery capabilities of NGOs, leading to a better quality of life.
	Promoting to a bottom-up approach, partnership and networking	Modern ICT-based media typically provide excellent bases for cost-effective collaborative approaches, with broad-based participation from all segments of society.

¹ <http://leadergozo.eu/index.php/downloads/funding-calls/>

	Avoidance of overlapping with other interventions	This action, within its full scope and reach, is not considered to replicate other interventions, although there may be specific elements that could be financed through other sources but that would be more effectively and efficiently undertaken as part of the holistic action that is being proposed in the LDS.
Relevance to Gozo	Identified addresses under this measure	<ul style="list-style-type: none"> • The Action provides a direct contribution by creating an ICT, media and digital creative economic activity. It can be expected to have spin-off effects on the generation of similar new activities in Gozo. • The promotion of digital connectivity is expected to reduce dependence on climate-intensive activities such as physical transport and to raise awareness on Gozo's natural and cultural environment. • The action is expected to create a medium for the Gozitan lifestyle to be valorised and developed, also through generational renewal and valorising its economic competitiveness. • The action is expected to create a medium for showing cultural and natural heritage² assets and valorising their economic competitiveness. • The action is expected to involve collaboration between business, NGOs and governance functions, while improving their capacity for media access.
	Elements of continuation from previous programme	The previous programme financed the production of marketing material for Gozo tourism, mainly in the form of books and printed material. This intervention was effective, and now needs to be renewed through a more innovative and holistic means.
	Innovative elements for Gozo	The presence of Gozo in media and ICT is scattered and not overarching within the region. This approach will represent an innovative tool for a wide segment of society.
	Improving networking in Gozo	Various entities can be encouraged to collaborate and create joint activities through the media platform.

² Natural heritage refers to biodiversity, including flora and fauna, ecosystems and geological structures.

	Engendering critical mass in interventions	Social media activities can have a relatively low threshold for cost efficiency. The partnership approach would reinforce this.
Effectiveness	Best available approach as compared to other actions	Other alternative actions that could be contemplated would involve individual, differentiated actions to promote specific sectors such as tourism, agriculture, real estate, etc. These alternatives are considered to involve higher costs and to be less effective than a unified approach within a common platform that encourages partnerships and synergies.
	Balance in interventions within and across actions	The action is absorbing around 15% of the total budget, and is itself to be divided among various complementary interventions including capacity building, ICT investment and production of media material.
	Synergies within action and with other actions	The action can provide media resources and access to enhance the effectiveness of each of the other three actions proposed in the LDS. The components of the action, including capacity building, ICT investment and production of media material, provide synergies between themselves and are essential to engender the synergies with other actions.
	Sustainability of project benefits	This is designed to be obtained through the participation of private business entities, which would financially sustain the activity through the improved business performance that it would be generating. There can also be elements of public support, subject to State Aid rules, in this regard.
Efficiency and Regulatory Compliance		The budget is considered to be sufficient so that through the partnership base established, efficiency and regulatory compliance can be attained in a cost-effective manner. The participation of public governance entities could support this function.

3. Aim and Scope of the Measure

The creation of an ICT (and other) media platform to showcase the various aspects of the Gozitan lifestyle which can serve as bases for sustainable development, by enabling access to business, governance and non-government organisations to media resources in an organised set-up, while in itself creating a 'new economy' activity in Gozo. The measure is intended to fill the gap in respect of no single unifying IT platform in Gozo.

The principal portal which currently exists is visitgozo.com which is operated by the Tourism and Economic Development Directorate of the Ministry for Gozo. It is a site that is intended mainly for visitors or potential visitors, giving details on events, attractions, places where to stay, food and catering establishments, and niche touristic activities. Another website currently operated by the Gozo Tourism Association (GTA) is the Island of Gozo website.

The platform proposed to be funded by this activity is intended to provide a fully holistic approach to the Gozitan economy and society to a global audience by:

- showcasing the products of micro and small enterprises and providing an e-commerce portal;
- presenting activities of NGOs and providing opportunities for their integration with those of other NGOs and businesses Preserving Gozitan identity, culture and natural heritage³ for future generations through oral history and audio-visual material;
- providing opportunities for strengthening of social cohesion in Gozo between different actors and across generations; and
- sustaining the presence of Gozo in the social media.

The action will seek to integrate this platform with the existing web portal to present a holistic and unified approach to the web presence of Gozo. This is in line with the innovative and community led approach advocated by the LAG.

4. General Description of the Actions

Projects must be **physically undertaken** in any of the rural localities that constitute the Gozo Action Group Foundation territory, listed in the following table.

Rural Localities within the Gozo Action Group Foundation Territory		
Fontana	Għajnsielem	Għarb
Għasri	Kerċem	Munxar
Nadur	Qala	Rabat (Citta' Victoria)
Sannat	San Lawrenz	Xagħra
Xewkija	Żebbuġ	

Type of Operation

The action will create an ICT-based media platform potentially complemented by traditional media approaches to achieve the following objectives:

- i. strengthening of media content and national and international dissemination opportunities for Gozo, including through the production of open-format, replicable audio-visual material (electronic, printed and other formats) to market the territory and enhance its global exposure and networks;
- ii. enhancing the availability of media resources and access to Gozo business, NGOs, and governance functions with the creation of opportunities for joint partnership actions between them that are financially sustainable;
- iii. creating a marketing and e-commerce platform for all Gozo-based business, especially for micro firms including traditional crafts⁴;
- iv. providing media opportunities for all Gozo based NGOs to set up activities which are commercially and environmentally sustainable on an on-going basis;

³ Natural heritage refers to biodiversity, including flora and fauna, ecosystems and geological structures.

⁴ Trade and crafts training shall be restricted to persons registered on the Malta Crafts Portal.

- v. preserving aspects of Gozitan identity, cultural and natural heritage⁵ for future generations;
- vi. providing opportunities for strengthening of social cohesion in Gozo between different actors and across generations;
- vii. developing and retaining ICT, media, and creative economy skills in Gozo, especially among the younger generations;
- viii. act as a common reference point for all business, cultural, social, environmental and governance activity in Gozo and as enabling resource for media access to the other actions proposed in the LDS; and
- ix. serve as an effective resource to be utilised by and blended into the other actions proposed in the LDS, in a manner which creates synergies between LEADER interventions, contributes to focus efforts and limits fragmentation.

Type of Support

The type of activities which can be supported through grants include:

- i. capacity building for a three-year period in the form of up to 80% of the running expenses (salaries, rent of premises, operational costs, rental of equipment, training) of a micro-firm or NGO managing the ICT media platform, as shown by audited accounts, with the provision that during the three-year period of support, the operational surplus realised by the micro-firm would not exceed 5% of operational costs, and that all such surplus is re-invested in the activities of the firm, with no distribution of profits;
- ii. all IT operational expenditure for a three-year period for a micro-firm or NGO managing and/or creating and managing the ICT media platform, including licenses, etc. subject to the proviso in (i) above;
- iii. Production of audio-visual and similar material;
- iv. Investment in IT equipment; and
- v. Dissemination activities, including training to organisations to build capacity to effectively participate in the media platform.

These activities, and similar ones as may be proposed by project proposers, will furthermore be subject to inspection and verification in terms of their functional set-up. In this regard, the LAG will be following the spirit, the principles and practices that are applicable within the public service in Malta in the area of procurement.

A progress report is to be issued every twelve (12) calendar weeks on the project. This progress report will be compiled based on the information provided by the beneficiary and verified on site visits by the GAGF Staff, in accordance to the Gantt chart and periodic indicators provided by the beneficiary.

5. Eligibility Criteria

The following general eligibility criteria shall apply for the evolution of proposals for action to be supported under this measure:

⁵ Natural heritage refers to biodiversity, including flora and fauna, ecosystems and geological structures.

- Submitted application (including a Contracting, Disbursement, and Payment Claim Schedule) is fully completed and duly filled-in with details required by the Decision Committee to evaluate the application for eligibility and selection;
- The applicant (project leader) is able to demonstrate that s/he forms part of (or is the legal representative of) the beneficiary/applicant organisation;
- The proposed project will be implemented within the GAGF territory;
- The applicant is able to demonstrate evidence of sufficient financial capacity required to finance the project and to fund the private financial component (*refer to section 29 of these guidance notes – applicant requirements checklist*);
- The proposed project contributes to the general and specific objectives of the measure for Gozo needs as identified in the Local Development Strategy for Gozo and Comino:
 - ‘New Economy Activities’: The project must provide a direct contribution by creating an ICT, media and digital creative economic activity;
 - ‘Climate and Environment’: The promotion of digital connectivity must reduce dependence on climate-intensive activities such as physical transport and raise awareness on Gozo’s natural and cultural environment;
 - ‘Gozo Lifestyle’: The action must create a medium for the Gozitan lifestyle to be valorised and developed, also through generational renewal and valorising its economic competitiveness;
 - ‘Cultural Heritage’: The action must create a medium for showing cultural and natural heritage assets and valorising their economic competitiveness;
 - ‘Partnership Approach’: The action must involve collaboration between business, NGOs and governance functions, while improving their capacity for media access.

The GAGF reserves the right to revise the eligibility criteria applicable to the Measure, subject to pre-notification.

Description of the requirement and targets

The applicant is required to demonstrate that the proposed investment shall result in the achievement of the Measure’s objectives.

Applicants must demonstrate how the proposed project leads to the development of an ICT media platform for the valorisation of the Gozitan lifestyle concept.

6. Eligible Investment

Eligible Investment supported under Measure 1 is as follows:

- IT and Media production Equipment, up to 30% of budget
- Operational wages and salaries for a period of up to 3 years, up to 30% of budget
- Rental of office space and other operational expenses, for a period of up to three years, up to 10% of budget
- Sub-contracted services for the production of audio-visual material, up to 60% of budget
- Dissemination activities, up to 30% of budget
- Background technical, content and commercial studies, up to 15% of budget

Only eligible investments cost incurred after the contract agreement are to be considered as eligible. The percentages are a cap on the amount allowed to be allocated on each area. For instance: if the budget is €200,000, €60,000 maximum is to be allocated to salaries (not more than 30%).

Projects should remain functional for at least five years following the last payment.

Investments must in line with the General Description of the Actions as outlined in Section 4 of the Guidance Notes.

7. Non-Eligible Investment

The following is an indicative list of non-eligible investments under Measure 1:

- Acquisition of lands and buildings;
- Acquisition of second-hand equipment;
- Acquisition of means of transportation;
- Currency exchange losses;
- Bank Interest;
- Provisional costs that are not directly related to the investment (e.g. storage costs for keeping materials);
- Indirect Administration fees not directly related to the investment (salaries, insurance obligations and running costs);
- Income Tax or other operational costs of the entity applying for the project, including provisions for possible future losses or debts;
- Inputs which are the subject of a contribution in kind;
- Value Added Tax (except where it is non-recoverable under national VAT legislation). Grant assistance may be provided in respect of non-recoverable VAT. Written confirmation from the VAT Department that the project application is not-registered for VAT must be presented by the applicant.
- Statutory fines and penalties

8. Type of Beneficiaries

Applications are accepted from entities regularly operating or providing a service within the geographic area covered by the GAGF.

Applicants must consist of partnerships between operators in business - ideally covering IT, media, tourism, environment, agriculture, manufacturing/crafts, creativity sectors - and/or representative bodies thereof, and NGOs. Participation from Local Councils, educational institutions, and other representative bodies within the partnerships would also be desirable.

It is important to note that:

- i. Private undertakings where eligible, are to be limited to SME's. Large firms (as per Eurostat definition), are excluded.
- ii. NGOs refer to entities being regularly registered with the Office of the Commissioner for Voluntary Organisations, in line with the Voluntary Organisations Act 2007.
- iii. Only Local Councils that have fully paid the membership fees are eligible for funding.
- iv. Any conflict of interest in the selection process is removed through the exclusion of applicants from board of selection, since all foreseen local councils in Gozo are members of the LAG.

It is important that the applicant is a member of the decision board/unit/committee (or is the legal representative) of the beneficiary/applicant organizing.

9. State Aid Rules and Obligations

The terms and conditions set out in these Guidance Notes are in line with Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid [OJ L 352/1] (the *de minimis* Regulation).

Assistance may not be awarded to the following:

- a) Undertakings active in the fishery and aquaculture sector, as covered by Council Regulation (EC) No. 104/2000;
- b) Undertakings active in the primary production of agricultural products;
- c) Undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
 - i. Where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the businesses concerned;
 - ii. Where the aid is conditional on being partly or entirely passed on to primary producers;
- d) Aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;
- e) Aid contingent upon the use of domestic over imported goods;

The total amount of *de minimis* aid granted to a single undertaking shall not exceed the amount of €200,000 over any period of three consecutive fiscal years. This period covers the fiscal year concerned as well as the previous two fiscal years. ‘Fiscal year’ means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this aid scheme and any other State aid measure granted under the *de minimis* rule including that received from any entity other than the Gozo Action Group Foundation. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The term ‘single undertaking’ is defined as follows:

Single Undertaking includes, for the purposes of this scheme, all undertakings having at least one (1) of the following relationships with each other:

- a) one (1) undertaking has a majority of the shareholders’ or members’ voting rights in another undertaking;
- b) one (1) undertaking has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another undertaking;
- c) one (1) undertaking has the right to exercise a dominant influence over another undertaking pursuant to a contract entered into with that undertaking or to a provision in its memorandum or articles of association;

- d) one (1) undertaking, which is a shareholder in or member of another undertaking, controls alone, pursuant to an agreement with other shareholders in or members of that undertaking, a majority of shareholders' or members' voting rights in that undertaking.

Undertakings having any of the relationships referred to in points (a) to (d) above through one or more other undertakings shall also be considered to be a single undertaking.

The *de minimis* Regulation states that a group of linked undertakings is considered as one single undertaking for the application of the *de minimis* rule, but that undertaking which has no relationship with each other except for the fact that each of them has a direct link to the same public body or bodies are not treated as being linked to each other. The specific situation of undertakings controlled by the same public body or bodies, which may have an independent power of decision, is therefore taken into account.

In terms of Article 5 of the *de minimis* Regulation, *de minimis* aid granted under this measure may be cumulated with *de minimis* aid granted in accordance with Commission Regulation (EU) No 360/2012 up to the ceiling laid down in that Regulation. It may be cumulated with *de minimis* aid granted in accordance with other *de minimis* regulations up to the relevant ceiling fixed in terms of these Guidance Notes.

De minimis aid awarded under this measure shall not be cumulated with State aid in relation to the same eligible costs or with State aid for the same risk finance measure, if such cumulation would exceed the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption regulation or a decision adopted by the European Commission. *De minimis aid* which is not granted for or attributable to specific eligible costs may be cumulated with other State aid granted under a block exemption regulation or a decision adopted by the Commission.

The *de minimis* declaration form must be filled in and submitted together with the application form.

In line with the *de minimis* Regulation, records regarding *de minimis* aid shall be maintained for 10 years from the date on which the last individual aid is granted under the Scheme.

10. Aid Intensities

A beneficiary will be granted the following financial assistance should the proposed investment be selected:

- 80% of the total eligible expenditure.

The other 20% of the total eligible expenditure must be borne by the applicant.

The VAT element has to be borne by the applicant (except where it is non-recoverable under National VAT legislation). Grant assistance may be provided in respect of non-recoverable VAT. Written confirmation from the VAT Department that the project applicant is not-registered for VAT must be presented by the applicant.

The VAT Declaration Form (annex 1 of these guidance notes) should be duly filled by the applicant.

The total amount of *de minimis* aid granted to a single undertaking will not exceed €200,000 over any period of three fiscal years.

11. Indicators and Targets (As per regulation 808/2014)

Number of new ICT media platforms generated:	1
New jobs directly created by the action:	3
Number of media project enabled by the action:	2
Size of circulation/media hits/views/exposure:	2,500,000 persons
Number of businesses affected by the action:	150
Number of NGOs affected by the action:	75

12. Financing – Budget

The total allocated funds for this call is set at **€240,000** of which 80% will be financed through the EAFRD whilst the remaining 20% will be financed by the Beneficiary.

The maximum grant support for each project is **capped at €200,000**.

In the case of oversubscription of the call, the **GAGF MAY** reserve the right to allocate additional funds to this measure following approval by the Managing Authority and ARPA.

13. The Application Process – General Provisions

- Interested applicants need to submit the completed application form for Measure 1.
- All applications must be completed in full, signed and dated by the Project Leader.
- No parts of the application form are to be left blank – in cases where specific requested information in the application are not applicable to the applicant, the applicant must fill in the field with the note ‘Not applicable’.
- Although GAGF representatives are available for meetings with interested applicants, it is the ultimate duty of the applicants to read thoroughly the guidance notes and application form. It is also the ultimate responsibility of the applicants to ensure that all documentation requested is correctly presented. Applicants must also ensure that the applicants themselves fall within the criteria of eligibility and that project proposed and any related investments are eligible for funding and that the application form and the requested supporting documentation **are presented by hand within the deadline of the call**.
- It is not the duty of GAGF to verify the above matters irrespective of any meetings that may be held between GAGF and the applicants.
- Applicants should submit four copies (1 original and 3 copies) of the Application Form and a soft copy (in Word format and pdf format) of the Application Form on a cd/pen drive. All copies must include all supporting documentation attached to the original Application Form.

- A checklist of attachments is attached to the Application Form. The applicants must ensure that ALL the mandatory supporting documentation as per *Section 9* of the application form are submitted.
- For the application to be considered complete, all attachments marked compulsory are to be submitted with the Application Form. The Gozo Action Group Foundation will undertake a validity check following receipt of the application. Any required documentation not submitted with the application form shall be requested within not less than 5 working days from the date of a notification letter sent by Gozo Action Group Foundation. Only complete applications will be considered by the Project Selection Committee.
- The Call for proposal will open on Thursday, **3rd January, 2019** with the deadline for submissions being Thursday, **31st January 2019 at noon**. Applications received after this deadline **WILL NOT BE CONSIDERED**. Applicants are encouraged not to leave to the last day to submit their application.
- All applications are to be delivered **BY HAND** to the Gozo Action Group Foundation at the following address:

*Gozo Action Group Foundation
23, Triq G.P.F. Agius De Soldanis
Victoria. VCT 1032*

In case of queries or clarifications required applicants may contact Gozo Action Group Foundation on the following contact details:

Email: info@leadergozo.eu
Tel: +356 2155 0322

***Disclaimer:** The issuance of the receipt letter does not imply that the applicant will be considered as a main beneficiary under this call. The application may be refused and returned to the applicant following the issuance of the receipt letter.*

14. Evaluation – Administrative Checks

The Gozo Action Group Foundation will carry out administrative checks on submitted applications. It is important that the submitted application form is filled-in correctly and completely. In case an application is submitted with missing documentation/information, a notification letter will be sent to the applicant allowing a period of 5 working days from the date of the notification to submit the missing documentation and/or information.

If the requested documentation is not submitted within this timeframe, the application will be automatically disqualified and a rejection letter will be sent by the Gozo Action Group Foundation administration to inform the applicant.

Gozo Action Group Foundation will then carry out verification of the eligibility of the supporting documentation submitted, as well as the screening of the application in terms of the eligibility criteria. It is important to note that it is within the responsibility of the applicant to ensure that the content of the application and the supporting documentation submitted is in full and in line with what is being requested.

With reference to any quotations to be submitted by the applicant, the Evaluation Committee reserves the right to ask for further clarifications or necessary adjustments even after the

applicant submits the missing documentation/clarifications. The Evaluation Committee reserves the right to contact suppliers/service providers to validate the quotations provided.

No further additional information will be accepted after the closing date for applications unless it is requested by GAGF. In this regard, it is the applicant's sole responsibility to ensure that the application is complete in the best possible way before submission. Evaluation of the application will be carried out only on the information submitted at the application stage or any other information as requested by GAGF. **Any false or misleading information will lead to the immediate rejection of the application.**

15. Selection Process

A Project Selection Committee (PSC) made up from the Decision Committee members will be responsible for ranking and selecting applications for support after close liaison with the EC members. The PSC may request the services of a technical expert to assist the whole evaluation process. The PSC reserves the right to request additional information and further clarifications on the project as part of the selection process.

16. Ranking of Projects and Selection Process

The PSC will proceed to award marks to each proposal based on the information submitted in the applications and provided through clarifications (where applicable). In order to qualify for selection, the proposal needs to obtain a total of at least 50% of the total marks of the general and measure-specific selection criteria. For those eligible projects going through the assessment stage, the PSC will seek clearance from the State Aid Monitoring Board (SAMB).

A preliminary list of the proposals containing selected, on reserve and failed applicants together with their respective score shall be drawn up. Furthermore, the PSC reserves the right to request project re-dimensioning in special circumstances.

The preliminary result shall be published on Gozo Action Group Foundation's official website⁶. In addition, a notification letter shall be sent to applicants informing them of their right of appeal in cases where applications fail to qualify.

17. Unsuccessful Project Proposals

In the notification letter sent to the applicant, reasons why the project was not selected shall be provided. The applicant shall have the right to appeal in writing through a registered letter within 5 working days from receipt of the email/letter of notification of result sent by the LAG.

The appeal is to be addressed to the Chairperson of the Project Selection Appeals Board (PSAB). The PSAB is an independent Committee set up to review in an autonomous way any appeals lodged. The PSAB will be composed of a minimum of three (3) individuals with a Chairperson chairing the appeals process. The appellant is required to sustain the clarifications provided by including justified reasons backed by necessary supporting documentation/testimonials.

The applicants wishing to lodge an appeal must send a registered letter addressed to **“The Chairperson”, Project Selection Appeals Board of GAGF, Gozo Action Group**

⁶ <http://www.leadergozo.eu>

Foundation, 23, Triq G.P.F Agius De Soldanis, Victoria, VCT 1032, within 5 working days from receipt of the email/letter of notification (whichever the earliest) of result sent by the LAG.

The Appeals Board will not consider late appeals.

The letter should include a detailed reason/s of why the appeal is being made, supported by any relevant documentation/testimonials.

The Chairperson of PSAB shall review and assess the validity of all the appeals submitted within the stipulated timeframe. Valid appeals will be presented to the PSAB for assessment. No additional information other than that presented at application stage will be considered during the review. The relevant documentation shall be provided for the sole purpose of supporting the basis of the information provided in the appeal letter. An appeal that does not provide sufficient detailed reasons may be refused at the preliminary stage as unjustified.

Upon submission of the appeal, the Appeals Board shall be convened within no later than 5 working days to review the appeals presented. All necessary relevant documents will be made available to the Appeals Board by the LAG Manager.

The Appeals Board must conclude the process of appeals by no later than 15 working days from the appeals closure date. Upon finalisation of the process, a detailed report articulating all decisions taken must be presented to the DC.

The decision of the Appeals Board is **final** and the applicant cannot contest this decision. The DC must notify in writing the decisions to each appellant. The appeals procedure shall be published on LAGs website.

18. Publication of Final Result

Upon completion of the appeals process, GAGF shall publish the final result of the projects eligible for financial support on its website and notice board.

The successful applicants will receive a 'Letter of offer' following the publication of the Final list of results. The applicants will be required to send a 'Letter of acceptance' (a draft copy of the Acceptance letter will be sent with the letter of offer) and a Bank Payment Form within 10 working days from the receipt of the 'Letter of Offer'.

If, after 10 working days, the LAG does not receive the letter of acceptance, it will be considered that the applicant is no longer interested in undertaking the project and funds will be relocated according to the discretion of the LAG.

Should the beneficiary accept the offer, the eligible period of expenditure should start after the date of grant agreement

19. Employment Procedures

It is expected that the beneficiary will carry out all recruitment process within the national regulations (such as non-discrimination based on gender, etc.) and through the public employment service of Malta (i.e. Jobs Plus).

Whenever there is an employment vacancy, besides going through the Jobs Plus procedure mentioned above, a call is to be issued on the website of the beneficiary (if available). The beneficiary must keep records of all publicity and information related to the call.

Remuneration paid shall be in accordance with the terms and conditions stipulated in the employment contract.

20. Procurement Procedures

When quotations, for works, suppliers or services are sought, all quotations are to be obtained from a minimum of three different and independent suppliers. Quotations are to be comparable in model specifications, works to be performed or service to be provided. The cheapest technically compliant criterion is the preferred option as it allows a stronger and more objective basis for evaluation.

Only original quotations are accepted. If a supplier issues a quotation electronically and sends it to the beneficiary via e-mail, the beneficiary is to submit a copy of the accompanying e-mail from the supplier.

All suppliers are to be in possession of a valid VAT registration number with the VAT Department. If any of the three suppliers are found as not having a valid Vat registration number, or are found to be related to each other, GAGF retains the right to apply financial corrections in line with the applicable guidelines issued by the European Commission. This approach is in conformity with the basic principles of transparency, objectivity, non-discrimination and appropriate disclosure as required by the relevant regulations governing the disbursement of Rural Development funds.

Quotations should also bear all the fiscal necessary to be able to verify the suppliers' details, in particular the VAT number and the name of the organisations as well as the name and VAT number of the Beneficiary. Quotations shall be dated, given a reference number and a clear description of the item, service, or works to be supplied, with all the necessary specifications and quantities of the items, price per item and net amount. Specifications must include the make, dimension, power-related attributes and quality of the material.

Quotations are to include a breakdown of items being quoted, a net amount, the relevant applicable VAT rate, the VAT amount and the gross amount inclusive of VAT. If a quotation does not specify whether the total price includes VAT or not, it is understood that the quotation is inclusive of VAT. As a result one should extract the amount excluding VAT in order to eliminate the VAT element when identifying the eligible expenditure. This is also in the line with the VAT act. Only in cases where the quotations show that the supplier is VAT exempt will the GAGF not deduct the VAT component from the total amount quoted.

Moreover, computer-generated quotations with amendments in pen or in pencil will not be accepted.

Quotations should also provide a clear price breakdown of every item, which is very important especially if the item description contains cost components which may not be eligible as per guidance notes for applications.

The GAGF retains the right to apply deductions and sanctions if verifications reveal that the quotations submitted are not in line with the above requirements.

In case of Local Councils, the latter has to follow (both for quotations and/or tenders) the Public Procurement Regulations as applicable.

In case of NGOs, the procurement must be done in accordance with the General Rules Governing Tenders for NGOs issued by the Department of Contracts.

Private undertakings should follow (both for quotations and/or tenders) the spirit of the Public Procurement Regulations.

21. Contracting with Beneficiaries

Contracting shall be undertaken by the GAGF with the beneficiaries. In the case of entities, contracts are to be signed by the LAG's Chairperson (or any formally authorised delegate) and a legal representative of the beneficiary. In case where the signatory on behalf of the beneficiary is not a legal representative, a power of attorney must be presented showing delegation of signatories between the legal representative and the appointed signatory. The power of attorney is to be endorsed by a public notary.

The contract shall be given to the beneficiary for verification prior to it being signed. The contract shall be signed in two originals (one for the LAG and another for the beneficiary). Copies and all the relevant documentation of the project must be maintained in a secure location by the beneficiaries for a period of seven (7) years from the date of signing. Gozo Action Foundation will retain records for ten (10) years from the date on which the last aid was granted under the scheme.

22. Payment

- In the case of Public Authorities and Local Councils, the Managing Authority reserves the right to make an advance payment of up to 50% of the total eligible cost of the project.
- The issuing of an advance payment is subject to the submission of a financial guarantee issued by a recognised financial institution equivalent to the 100% of the amount eligible as advance payment.
- The facility of interim payments will be provided by the Agriculture and Rural Payments Agency (ARPA).
- Interim payments (of up to 80% of the total eligible value of the project) following the submission of a request for reimbursement and financial documentation (including invoices and receipts).
- In case of infrastructural works a provisional certificate of works prepared by an engineer/architect must also be presented.
- The final payment of the remaining 20% of the total eligible cost of the project will be made following the completion of the services and submission of the request for reimbursement together with the necessary financial documentation (including invoices and receipts, and where applicable - a provisional certificate of works or a final completion certificate of works prepared by a warranted architect).
- The final payment will be affected once an on-the-spot-check is carried out by GAGF and ARPA and adherence to the contract is confirmed.
- The main applicants must present a payment claim through the LAG, so that the necessary verifications and controls are undertaken prior to submission to ARPA for processing.

- In case of irregularities, penalties and sanctions may be applied.
- Official certification by the architect appointed by the beneficiary is required for settlement of final payment (in case of infrastructural works).
- The project including the claims submitted to ARPA by beneficiaries is to 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.
- The final claim for reimbursement of funds allocated to the project must also be submitted within this deadline.

23. Extension to Contract Timeframes

Should the beneficiary require an extension to the timeframe stipulated in the application form and contract, a written request is to be submitted to GAGF, whilst notifying the Managing Authority. The form to be used in such case is the 'Change Request Form' and the request should be sent before the actual expiry of the original timeframe.

A request for approval of an extension of the time required in order to terminate the project is to be backed by written justified reasons. Cases related to poor project management will not be accepted. Following review of the request by the GAGF, the final decision will be sent to the beneficiary in writing. Should an extension be approved, the period of extension shall be determined by GAGF, after consultation with the Managing Authority.

In cases where amendments to the contract are required, the beneficiary must submit a 'Change Request Form' to GAGF prior to the changes being actually implemented (a priori) and the beneficiary must wait for a reply from GAGF.

If a request for changes to the contract is submitted after these changes have actually taken place (ex-post), the changes will not be eligible for funding and, depending on the extent of the changes, this may lead to the whole project being considered ineligible.

The written request for changes must indicate the changes required, the necessary justification and relevant supporting documentation.

If the applicant wishes to change the specification of the investments, a written request prior to such changes must be sent to GAGF. For example, funding is approved for the purchase of Model X of a laptop and following the contracting, the applicant wishes to purchase Model Y of this laptop as the previous model is no longer produced/available, then a request for change must be submitted and the applicant must wait for a reply from the competent Authority.

GAGF will review the request and if the proposal does not affect the nature of the project and remains in line with the objectives of the Measure, the changes may be approved. A notification letter will be sent to the beneficiary in writing and an addendum to the contract shall be carried out and signed between all parties.

If the request for changes is not approved by GAGF, the beneficiary will receive a notification and will be requested to confirm whether the project as stipulated in the contract will be completed or withdrawn.

Failure to comply with the contract

Failure to meet the commitments stipulated in the contract shall result in sanctions applied to the amounts committed or paid. The Agriculture and Rural Payments Agency, Internal Audit and Investigations Department (IAID), the European Commission (EC), the European Ant Fraud Office (DG OLAF) and/or the Managing Authority reserve the right to undertake further checks and controls and to recover any funds from the beneficiary by withholding the bank guarantee in case of advanced payments.

24. Project Sustainability

It is to be noted that in line with Article 71 of Regulation 1303/2013, in the case of an operation in infrastructure or productive investment, the applicant shall repay the contribution from the EAFRD Funds if within (5) years of the final payment to the beneficiary or within the period of time set out in State aid Rules, where applicable, it is subject to any of the following:

- a) A cessation or relocation of a productive activity outside the programme area;
- b) A change in ownership of an item of infrastructure which gives to a firm or a public body an undue advantage;
- c) A substantial change affecting its nature, objectives or implementation conditions which would result in undermine its original objectives.

25. Publicity

In case of information and publicity, the main beneficiaries must abide by the provisions of Part 2 of Commission Implementing Regulation (EU) No. 808/2014, as well as any Publicity/Visibility Guidelines that may be provided by the GAGF through MA.

In order to meet the requirements of the EAFRD Regulations, beneficiaries must ensure that adequate publicity is given to the project with a view to:

- a. making potential participants aware of the opportunities afforded by it;
- b. making the general public aware of the role of the Community in relation to the project;
- c. ensure transparency of the assistance concerned;
- d. As an example, materials used by the Beneficiary and major correspondence, including contracts signed with third parties must include any acknowledgement of EAFRD support;
- e. Any publicity material, such as advertisements, billboards and information leaflets about EAFRD co-financed projects must acknowledge this support;
- f. Publicity of individual projects must be incorporated into the project budget;
- g. Applicants are to be cautious when determining publicity actions for the project;
- h. Applicants should also ensure that the project benefits from any free publicity and that anything that will be proposed to be funded under the project is either obligatory or adds value to the results of the project, taking into account the value for money principle. In this regard, publicity measures of individual projects should take into

account the nature of the project and must be relative to the size and objectives of the project;

- i. The Beneficiary should note that publicity may only be used to increase awareness of what EU funds are used for and to disseminate results. Publicity measures undertaken must be project specific;
- j. Publicity and information measures must not be used as a marketing tool to promote an organisation, its products, services or infrastructure. Where a project includes an element of marketing, this must be used to complement but not replace the project's obligatory information and publicity measures; and
- k. Marketing efforts should be included as a separate activity in the project and as a separate budgetary allocation and justified accordingly. The Applicant may also make reference to the 'Visual Identity Guidelines 2014 - 2020' that may be downloaded from the below link:

<https://eufunds.gov.mt/en/Operational%20Programmes/Publicity/Documents/VIG%20and%20logos%202014-2020/Visual%20Identity%20Guidelines%202017%20Final%20v.%201.pdf>

26. Data Protection

Gozo Action Group Foundation has the duty to protect data provided in the Application Form. Any queries regarding Data Protection matters should be brought to the attention of the Gozo Action Group Foundation. The officer in charge can be contacted by e-mail on: info@leadergozo.eu

27. Retention of Documents

The applicant is to retain all documentation in a project file (required to ensure any adequate audit trail) safely stored.

All documents pertaining to the implementation of the project must be retained by the applicant for at least seven (7) years following the end of the programming period. This is to facilitate audits and the ex-post evaluation of the programme. Gozo Action Group Foundation will retain records for ten (10) years from the date on which the last aid was granted under the scheme.

28. Basic Terms and Conditions

- If a project application is successful, EU Funds will be offered on rigorous terms and conditions, which will be stipulated in the Grant Agreement. In accepting the offer of EU Funds, the Applicant will take on responsibility for compliance with these terms and conditions. These include requirements to demonstrate satisfactory progress in delivering what the project has set out to achieve and adherence to an agreed pattern and time schedule of spending. Failure to meet these conditions and any false information given in the application may lead to the EU Funds being withdrawn and any EU Funds paid being recovered from the Applicant.
- All projects are subject to management verifications; and audits carried out by auditors (including by the Internal Audit and Investigation Department (IAID), the European Court of Auditors and European Commission (EC) Auditors), and evaluations (programme evaluators) enquiries by the DG OLAF. Officials from the GAGF, ARPA and MA and other horizontal stakeholders will also have rights of access to the project and all relevant documentation. Such officials could carry out spot checks (physical and documentary) to establish that sufficient progress is being made in line with the Grant Agreement and that the Beneficiary has put in place systems of management and control that ensure the efficient implementation of the project in line with the relevant Regulations and Procedures.
- If the project is selected for funding, the Applicant would be bound by the principles of transparency, good governance, sound financial management and the relevant national regulations.
- By submitting the Application, the Organisation is giving its automatic consent to publishing (including on the internet) the details of the Organisation and the project (including budget and implementation period) in line with the obligations in the relevant Council and Commission Regulations.
- The applicant should also be aware of the durability clause enshrined in Article 71 of Regulation 1303/2013, which states that an operation retains the contribution from the EAFRD only if that operation does not, within five years from the final payment of the competent authorities, undergo a substantial modification.
- The applicant is to declare whether an application for part or all of the proposed project has been submitted of assistance under any other Community Source including European Regional Development Fund (ERDF), Cohesion Fund (CF), etc. If in the affirmative the applicant is required to indicate all relevant details.

- The applicant organisation should note that if the project is accepted, the Applicant will be automatically giving his/her consent to have all the documents and data related to the project, (including name of project leader and other persons relevant to the project, invoices, receipts and documents related to contracts etc.) made available to all the relevant stakeholders including third party evaluators and auditors involved in the EAFRD fund system. The LAG reminds the Applicant that it is the responsibility of the Applicant to inform any third parties (including contractors) that all data and information relating to the project will be shared with other stakeholders, local and European.
- The chosen entity must ensure that all activities are carried out in compliance with applicable national and community rules and any other mandatory requirements as laid down in the Rural Development Programme for Malta (2014-2020). Failure to do so will result in penalties, with respect to the grant received plus interest accrued according to the law.
- Planning permit where relevant. In case where a PA permit is required, the valid PA permit and approved drawings or the application submitted to PA and related drawings have to be presented as part of the documentation with the application. GAGF reserves the right to reject any project if the PA permit is not presented in time to allow the project to be completed by September 2019. Grant agreements for projects in need of such permits will only be signed once the valid PA permit is granted.

29. Selection criteria and Sub-criteria

An evaluation of the proposals will be carried out in accordance with the selection criteria set out in the Selection Criteria grid below:

	SELECTION CRITERIA	Maximum POINTS
1.	The quality of the media content created by the project towards national and international dissemination opportunities for Gozo.	10 points
2.	The effectiveness of e-marketing and e-commerce systems opportunities for Gozo business created by the project.	5 points
3.	The extent and quality of media opportunities of NGOs created by the project.	5 points
4.	The degree of financial sustainability of the project:	
	i. during project implementation; and	5 points
	ii. after project implementation.	10 points
5.	The contribution of the project towards:	
	i. preserving aspects of Gozitan identity, cultural and natural heritage for future generations;	10 points
	ii. providing opportunities for strengthening of social cohesion in Gozo between actors and across generations;	10 points
	iii. creating opportunities for climate and environmental performance improvements in Gozo;	5 points
	iv. creating opportunities for innovative activities in Gozo; and	5 points
	v. developing and retaining ICT, media, and creative economy in Gozo, especially among the younger generations.	15 points
6.	Overall quality of the project proposal.	5 points
7.	Implementation readiness.	5 points

8.	Number of partners in proposed project (2 points per partner up to a maximum of 10 points)	10 points
TOTAL:		100 points

To be considered for funding or to be placed on the reserve list, a project must pass all the eligibility criteria (refer to Section 5 of these Guidance Notes) and must also obtain a minimum of **50 marks** out of the total marks allocated to the selection criteria. Please note that in relation to the above, the Project Selection Committee will be using the eligible criteria to mark the projects.

30. Application requirements checklist

List of requirements and annexes 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 VAT	<i>Compulsory</i>

	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 only 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 partners, the Mayor (if applicable), the Executive Secretary (if applicable) and the Project Leader	<i>Compulsory</i>
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	<i>If applicable</i>

	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	
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.

31. Annex 1 - VAT Declaration Form

Part I – Declaration by Beneficiary

1. Project Title	<input type="text"/>
2. Beneficiary Organisation	<input type="text"/>
3. Beneficiary Organisation Address	<input type="text"/>
4. Name of Legal Representative	<input type="text"/>
5. VAT no. (if any)	<input type="text"/>
6. Brief Project Description	<input type="text"/>

7. Does the organization have any sales on which VAT is charged or zero rated sales (exempt with credit)?

Yes

No

If **NO**, the organization has no right of recouping VAT from the VAT Department.

If **YES**, please provide a short description of the sales on which VAT is charged.

8. Please identify whether project is directly related to the sales on which VAT is charged or to sales which are zero rated (exempt with credit).

Yes No Partial

If **YES**, for this activity, the organisation would be considered as a taxable person with an obligation for article 10 registration and would have the right of full deduction of input VAT attributable to the project in terms of article 22 of the VAT Act (Cap. 406, Laws of Malta), provided that the project would be entirely used for the purpose of such supplies.

If **NO**, for this activity, the organisation would either be considered as a taxable person doing exempt without credit supplies or a non-taxable legal person with activities outside the scope of VAT and for which registration under article 10 is not required and whereby there would be no right of input VAT deduction under the VAT Act.

If **PARTIAL**, for this activity, the organisation would be considered as a taxable person requiring article 10 registration and would have a partial right of input VAT deduction in terms of article 22 of the VAT Act.

I declare that the above-mentioned information is correct.

Signature and stamp of Beneficiary Organisation	Name of Legal Representative	Date
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For official use only:

Part II – Declaration by VAT Division

Based on the information reported by the Beneficiary in his declaration the VAT status of the beneficiary organisation vis-a-vis the activities envisaged under Technical Assistance is considered as:

Taxable person (right of full deduction)	<input type="checkbox"/>
Taxable person (partial right to deduct)	<input type="checkbox"/>
Taxable person (exempt with credit)	<input type="checkbox"/>
Taxable person (exempt without credit)	<input type="checkbox"/>
Non-taxable legal person (activities out of scope of VAT)	<input type="checkbox"/>

Signature and stamp of VAT Department Representative	Name of VAT Department Representative	Date
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32. Annex 2 – Co-financing Form

To:
Gozo Action Group Foundation
23, Triq G.P.F. Agius De Soldanis,
Victoria, VCT 1032

Date

Dear Sir/Madam,

We refer to the application submitted by *(input name of applicant)* to apply for LEADER funds under the Rural Development Programme for Malta (2014-2020).

The application is being made for a total project cost of up to *(input total project cost)* of which 80% funding will be sought through the above-mentioned Programme. Resultantly an amount of *(input co-financing amount to be funded by the applicant any VAT amount if applicable)* will be directly funded by the applicant.

We confirm that *(input name of applicant)* has the available financial resource to meet its own co-financing obligation of *(input co-financing amount to be funded by the applicant any VAT amount if applicable)*.

Yours faithfully,

Insert name of Head/President of Organisation

Insert name of Financial Controller/Treasurer