

Retrofit

Practical Implementation Guide

This guide is intended to provide a quick overview of the key implementation requirements of a project. The full requirements of the scheme are detailed in the Guidance Notes available on www.fondi.eu

Projects should be concluded **by 31 March 2026** and by such date, the Beneficiary must ensure the following:

- The Investment has been procured, delivered, and is fully operational
- All relevant licenses are in place

Maximum Grant Value and Aid

The maximum Grant amount that an Undertaking may receive is €5M.

The amount of aid, established in line with the applicable State aid intensities, shall be paid through a Standard Scale of Unit Cost per square metre and depends on the size, locality and reduction in percentage PED as follows:

Size of undertaking	Investments in Gozo		Investments in Malta	
	If investment leads to a PED reduction of at least			
	30%	40%*	30%	40%*
Standard Scale of Unit Cost per Square Metre				
Micro and small	€340	€440	€300	€400
Medium	€255	€355	€215	€315
Large	€170	€270	€130	€230

*in these cases the investment is to improve the energy performance of the building beyond the level imposed by minimum energy performance standards qualifying as Union standards entering into force within less than 18 months from the moment the investment is implemented and finalised.

A maximum of €5M per Undertaking shall be eligible for funding under this scheme. Distinct buildings cannot be grouped in one (1) application.

Publicity

As a beneficiary of EU funds, you are responsible for ensuring proper visibility of the interventions assisted through this Grant Scheme. Permanent commemorative plaques, in line with the requirements set out in the Guidance Notes, shall be installed, within 1 month from the completion of the investment as follows:

- In a prominent site within the premises that is accessible to the general public, such as reception area
- In any section/area where any financed investment is located and/or affixed to the financed investment in case this is mobile.

Claim for Reimbursement

Beneficiaries may present a claim for reimbursement, together with a Final Report, upon completion. The Beneficiary needs to submit a declaration that the project has achieved a reduction in Primary Energy Demand (PED) of at least 30%.

The claim for reimbursement shall include the following documentation:

- Claim for Reimbursement
- Annex I to the Claim for Reimbursement
- Final Implementation Report
- An updated Compliance Certificate/s issued by the Commissioners for Revenue (CfR) covering income Tax, VAT and Final settlement and of Social Security Contributions Compliance Certificates **issued not earlier than one month from the date** when respective claim for reimbursement is presented to the Measures and Support Division.
- Statement by warranted Architect/Engineer confirming that:
 - the Do No Significant Harm principles mainly *climate change mitigation; climate change adaptation; the transition to a circular economy including waste prevention and recycling; pollution prevention and control* have been adhered to.
 - Listing the interventions carried out together with photographic evidence (*especially where interventions cannot be visible after implementation*).
 - Where construction works are carried out, the Statement shall also include, supported by evidence, that at least 70% (by weight) of the non-hazardous construction and demolition waste generated on the construction site was prepared for re-use, recycling and other material recovery.
 - In those cases where the investment led to a PED reduction of at least 40%, the statement shall confirm that the investment improved the energy performance of the building beyond the level imposed by minimum energy performance standards qualifying as Union standards entering into force within less than 18 months from the moment the investment is implemented and finalised.
- Beneficiary Financial Identification Form
- Statement signed by the **Authorised Representative** specifying that:
 - (i) The expenditure to implement the action was actually incurred by the Undertaking and was not reimbursed or may be recoverable through other sources;
 - (ii) The expenditure satisfies the conditions that are outlined in the Grant Agreement;

- (iii) The output (investment) is in place and set in operation within the duration of the project period being the timelines outlined in the Grant Agreement;
- (iv) The Beneficiary has ensured that any rules governing accumulation of aid have been respected.

Once the claim for reimbursement is submitted, the Measures and Support Division shall engage an independent, vis-à-vis the applicant Undertaking, EPB (Non-Dwellings) Assessor, who has not performed the verification of the data on the application of the same project, to provide a report including:

- An energy performance reading of the building after the renovation is complete and net of renewables.
- An expert opinion on the implemented intervention; and
- The percentage reduction in Primary Energy Demand (PED) as a result of the implemented project interventions.

The Measures and Support Division may request further documentation where and as necessary and the reimbursement request will only be processed once this Division is satisfied that the proposed investment has been carried out, is operational, and is in line with the GA and pertinent regulations, rules, and guidelines.

Measures and Support Division

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