



GOVERNMENT  
OF MALTA



## ERDF/CF/JTF Programme ESIF 2021-2027

*Towards a smarter, well connected and resilient economy, a greener environment and an integrated society*

**Calls for Project Proposals 19 & 20**

**Information Session: General Overview**

**11<sup>th</sup> June 2024**

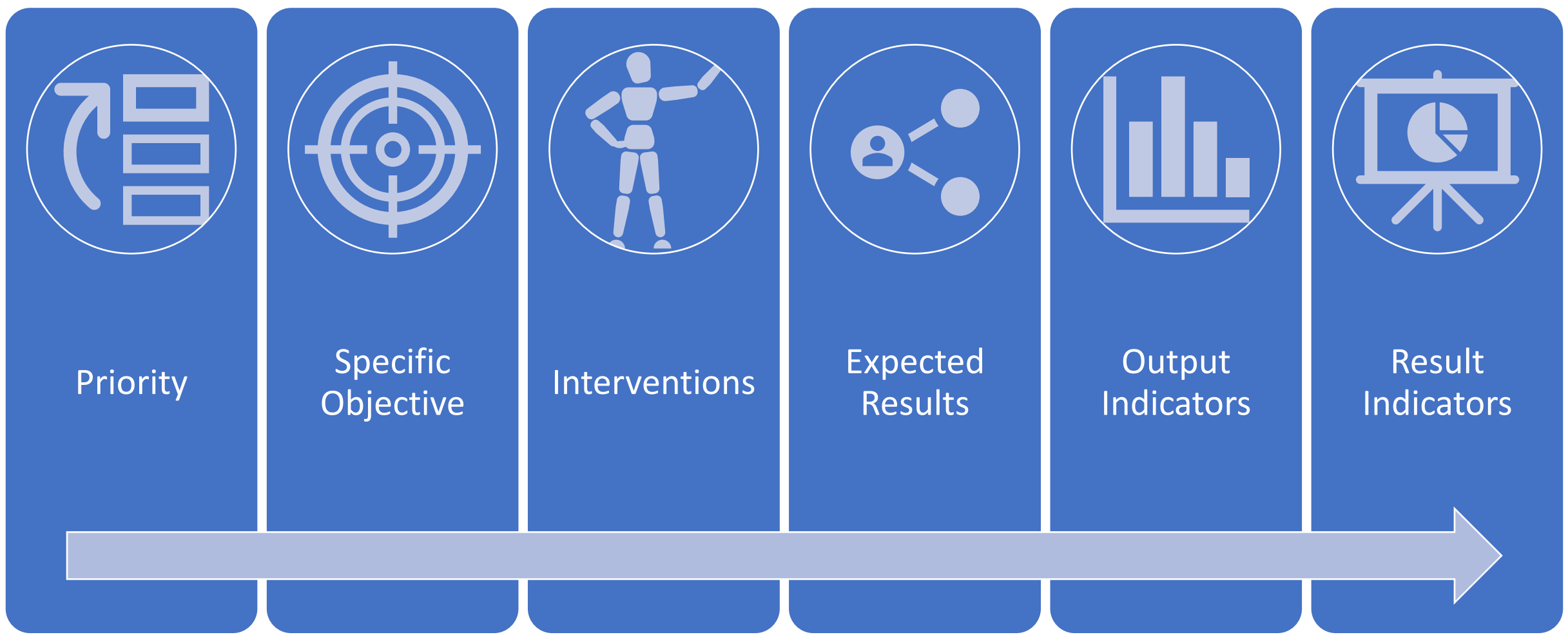


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## Context of the calls

- (EU) 2021/1060: Common Provisions Regulation
- <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32021R1060>
- (EU) 2021/1058: Fund Specific Regulation (ERDF/CF)
- <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021R1058&qid=1697785791368>
- Partnership Agreement
- <https://fondi.eu/programme/partnership-agreement/>
- ERDF/CF/JTF Programme
- <https://fondi.eu/programme/european-regional-development-fund-cohesion-fund-just-transition-fund/>

# Intervention Logic



# ERDF/CF/JTF Programme

The ERDF/CF/JTF Programme has 8 Priorities which reflect the 5 policy objectives set in the Common Provision Regulation No. 2021/1060:

- Priorities 1 to 4 funded under the ERDF;
- Priorities 5 to 7 funded under the CF;
- Priority 8 funded under the JTF.

The applicable **co-financing rate** for the 2021-2027 Programme is:

- 60% EU share and 40% MT share for ERDF
- 70% EU share and 30% MT share for JTF
- 85% EU share and 15% MT share for CF

## Key Questions to be asked

- Are you an **Eligible Applicant**?
- Is the project in line with the **scope** of the relevant source of funds?
- Do the project activities **fit** within the **Priority and Specific Objectives** currently open under this call?

# Call for Project Proposals (1)

**Priority: 1. PO 1 - ERDF:** A more competitive and smarter Europe by promoting innovative and smart economic transformation and regional ICT connectivity

**Specific Objective RSO1.2.:** Reaping the benefits of digitisation for citizens, companies, research organisations and public authorities (ERDF)

- **Indicative Budget Allocation for Call 19** is that of €20M (60% EU share; 40% MT share)
- **Indicative Budget Allocation for Call 20** is that of €25M (60% EU share; 40% MT share)

# General Principles

- Eligible Applicants for both calls:
- **Ministries, Government Departments and Public Sector Entities**
- Project proposals that involve State Aid **will be** considered, provided that the applicant agrees to implement the project in line with the applicable State Aid Rules. The involvement of State Aid is not necessarily tied to the legal status of the applicant, but to the nature of the activity.

# General Principles

- The selection process is carried out by the **Project Selection Committee (PSC)**.
- Members of the PSC may include public service officers and/or non-public service officers.
- Ad hoc experts may be invited to support the Committee in its deliberations.
- Secretariat services to the PSC are provided by the MA.
- If an applicant wishes to proceed with a grievance on the outcome of the PSC, then the applicant may send a request of appeal to the **Project Selection Appeals Board**.



# Eligibility and Selection Criteria

- The eligibility and selection criteria were approved by the **Monitoring Committee in November 2022.**
- **Eligibility Criteria:**
  - All of these criteria need to be satisfied for a project to be approved for funding.
- **Selection Criteria:**
  - Marks will be allocated in line with the established qualitative and quantitative criteria
  - Projects will be rated and ranked accordingly

## Part I: Eligibility Criteria (1)

- 1) Is the Application Form **complete**?
  - The applicant must present a complete application form, filled in with all relevant details and documentation using the system made available by the MA.
  - Submission of project proposals must be made within the time-limit set for receipt of applications.
  
- 2) Is the Applicant Organisation an **eligible applicant**?
  - Supporting documentation related to the legal status of the applicant, as required in the call, would need to be provided by the applicant.

## Part I: Eligibility Criteria (2)

- 3) Can the Applicant confirm that it is not in an **exclusion situation** in accordance with Art 136 (1) and Art 141 (1) of 2018/1046 Financial Regulation and CPR Art 73(2)(i)?
- The applicant should declare that they or any person involved in the project are not in an exclusion situation in accordance with the Financial Regulation and Common Provisions Regulation.
  - <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1046>
  - <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021R1060>
- 4) Is the project being proposed within your **remit** as the Applicant Organisation?
- Applicants must be publicly mandated or authorised to implement the project by virtue of the applicable law establishing the organisation or by the respective Statute, in the case of NGOs.

## Part I: Eligibility Criteria (3)

- 5) Is the Project being implemented within the **eligible territory**?
  - Project must either be implemented in Malta, Gozo and/or Comino or for the direct benefit of the eligible territory.
  
- 6) Is there proof of **co-financing**?
  - In cases where Government is **not co-financing** the project from the national budget, applicants must submit, together with the application form, evidence of co-financing, such as a set of audited accounts showing the applicant's ability to co-finance the project or a declaration by the Executive/Head and Treasury/Financial Controller of the organisation, stating that the organisation commits to its co-financing obligations and to the financing of any ineligible costs.

## Part I: Eligibility Criteria (4)

- 7) Does the project contribute to the **Specific Objective** as published in the call?
  - Only proposals that selected the relevant Specific Objective as published in the call will be considered.
- 8) Does the project contribute towards at least **one** output indicator and **one** result indicator?
- 9) Is the status of operation **ongoing** or **not yet started**?

## Part I: Eligibility Criteria (5)

- 10) Does the project comply with **Climate Proofing Requirements**?
  - The proposed operation shall comply with climate proofing requirements for investments in infrastructure with an expected lifespan of at least 5 years
  
- 11) Does the project comply with the **DNSH Principle**?
  - The Applicant should be aware of the DNSH principle, and the actions set out at a European and National Level. The applicant should declare that the justification and mitigation measures identified in the DNSH assessment and outlined in the application form will be adhered to.

# Interventions and Expected Results Call 19 and 20

Priority	Specific Objective (RSO)	Interventions	Expected Result (ER)
1	RSO1.2. Reaping the benefits of digitisation for citizens, companies, research organisations and public authorities (ERDF)	Call 19: Digitalisation of public administration and entities  Call 20: Digitalisation of the Health Sector	-Increase the provision of digitalised services including improved efficiency of the public administration and the quality of e-services;  and  -Increase of enterprises/entrepreneurs benefitting from support for enhanced digitalisation.

# Eligibility Criteria in detail:

## Contribution towards indicators

### What are indicators?

Indicators are numerical **targets** to be achieved as a result of EU support

ERDF/CF/JTF Programme – contains output and result indicators divided per Priority and per Specific Objective

Each project needs to contribute to at least **one output** and **one result** indicator from Malta's ERDF/CF/JTF Programme

### Difference between output and result indicators:

#### Output indicators:

- An output is what is directly produced/supplied through the implementation of an operation
- It measures the **specific deliverables** of the operation

#### Result indicators:

- Measure the **effects** of a project (**the change**)
- It measures the **effects of the operations** supported, with particular reference to the **direct addressees, population targeted or users of infrastructure**



## Output Indicators - Specific Objective RSO1.2

Output Indicator	Measurement unit	Milestone (2024)	Target (2029)
RCO01-Enterprises supported (of which: micro, small, medium, large)	enterprises	25.00	175.00
RCO02-Enterprises supported by grants	enterprises	25.00	175.00
RCO14-Public institutions supported to develop digital services, products and processes	public institutions	0.00	3.00

## Result Indicators - Specific Objective RSO 1.2

Result Indicator	Measurement unit	Target (2029)
RCR11-Users of new and upgraded public digital services, products and processes	users/year	277,371.00
RCR13- Enterprises reaching high digital intensity	enterprises	50.00

# Understanding the Indicator tables found in Malta's ERDF/CF/JTF Programme:

## 2.1.1.1.2. Indicators

Reference: point (d)(ii) of Article 22(3) CPR and Article 8 ERDF and CF Regulation

Table 2: Output indicators ←

Priority	Specific objective	Fund	Category of region	ID	Indicator	Measurement unit	Milestone (2024)	Target (2029)
1	RSO1.2	ERDF	Transition	RCO01	Enterprises supported (of which: micro, small, medium, large)	enterprises	25.00	175.00
1	RSO1.2	ERDF	Transition	RCO02	Enterprises supported by grants	enterprises	25.00	175.00
1	RSO1.2	ERDF	Transition	RCO14	Public institutions supported to develop digital services, products and processes	public institutions	0.00	3.00

Reference: point (d)(ii) of Article 22(3) CPR

Table 3: Result indicators ←

Priority	Specific objective	Fund	Category of region	ID	Indicator	Measurement unit	Baseline or reference value	Reference Year	Target (2029)	Source of data	Comments
1	RSO1.2	ERDF	Transition	RCR11	Users of new and upgraded public digital services, products and processes	users/year	250,803.00	2021	277,371.00	MA monitoring system	
1	RSO1.2	ERDF	Transition	RCR13	Enterprises reaching high digital intensity	enterprises	0.00	2021	50.00	MA monitoring system, Enterprise survey	

## Selection Criteria (Scoring)

Selection Criteria	Marks
Capacity of the organisation	10
Contribution of the project to the Relevant Development Needs	10
Potential of the project to contribute to the achievement of the Expected Results	10
Contribution towards indicators	10
Readiness	15
Project Sustainability	10
Horizontal principles – Equal opportunities and non-discrimination	10
Horizontal principles – Sustainable Development	15
Quality of application form	10

## Selection Criteria in detail (1)

### **Capacity of Organisation (10 marks):**

- Capacity is assessed both in terms of adequate human resources, as well as previous experience in the implementation of EU projects. Marks may also be awarded for similar nationally funded initiatives.

### **Contribution of the project to the Relevant Development Needs (10 marks):**

- Is the project adequately addressing the relevant interventions in the Programme?
- Evidence of real demand for the project (qualitative and quantitative evidence)

### **Potential of the project to contribute to the achievement of the Expected Results (10 marks):**

- How will the project achieve the desired results and specific objectives?
- How will the partners contribute to the achievement of the expected results?

## Selection Criteria in detail (2)

### Contribution towards indicators (10 marks):

- Marks will be awarded on the degree to which the project contributes towards the indicators.
- Where applicable, additional marks will be awarded if the project contributes to the milestones (Refer to online Guidance notes on Indicators).
- Marks will be allocated to the clarity and quality in the methodology and verification.
- An assessment of any unrealistic indicator targets which are not achievable will also be carried out.

### Readiness (15 marks):

- Have the related procurement/recruitment procedures been prepared/launched/awarded?
- Have the Planning Authority Permits (if required) been finalised?
- Has the Applicant identified any mitigation measures for the identified risks?
- Marks will be awarded for projects that are in an **advanced state of readiness**.

## Selection Criteria in detail (3)

### **Project Sustainability (10 marks):**

- How will the benefits of the project continue to be delivered after the grant has ended?
- How will long-term economic sustainability of the project be ensured? Do you require a Financial Feasibility Study; Cost Benefit Analysis?

### **Horizontal principles – Equal opportunities and non-discrimination (10 marks) :**

- How will equality between men and women, equal opportunities, gender mainstreaming and the integration of the gender perspective be taken into account and promoted throughout the project design, implementation, monitoring, reporting and evaluation stages?

## Selection Criteria in detail (4)

### Horizontal principles – Sustainable Development (15 marks):

- How will the project contribute towards sustainable development, namely economic growth, social cohesion and environmental sustainability?
- To what extent does the proposed project successfully combine sustainability, aesthetics and inclusiveness for affordable, inclusive, sustainable and attractive solutions for climate challenges (New European Bauhaus Initiative)?

### Quality of the Application Form (10 marks):

- Marks will be awarded for exceptional quality
- Coherence between different sections of the proposals
- General presentation of the proposals
- Budget in line with the activities
- Quality of Cost Benefit Analysis (CBA) / Financial Feasibility Study (FFS) / Financial Assessment (FA)



# Contact Persons for Horizontal Stakeholders



- Commission for the Rights of Persons with Disability  
Ms Rhoda Claire Garland ([rhoda-claire.garland.1@gov.mt](mailto:rhoda-claire.garland.1@gov.mt))
- Human Rights Directorate  
Mr Michael Camilleri ([michael.f.camilleri@gov.mt](mailto:michael.f.camilleri@gov.mt))
- National Commission for the Promotion of Equality  
Ms Annalise Frantz ([annalise.frantz@gov.mt](mailto:annalise.frantz@gov.mt))
- State Aid Monitoring Board  
Dr Yana Haber ([yana.haber@gov.mt](mailto:yana.haber@gov.mt))

## Useful Links

- National Eligibility Rules

[https://fondi.eu/wp-content/uploads/2023/09/2021\\_2027\\_National-Eligibility-Rules.pdf](https://fondi.eu/wp-content/uploads/2023/09/2021_2027_National-Eligibility-Rules.pdf)

- ERDF/CF/JTF Programme

<https://fondi.eu/programme/european-regional-development-fund-cohesion-fund-just-transition-fund/>

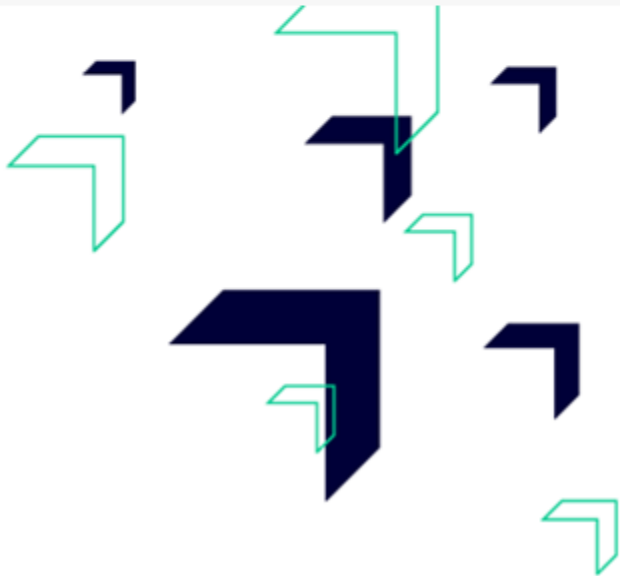
- Funding Opportunities

<https://fondi.eu/what-funding-is-available/>

## Contact Details

Secretariat to the Project Selection Committee,  
Planning and Priorities Co-ordination Division,  
The Oaks Business Centre, Block B,  
Triq Farsons, Malta  
Tel: + 356 25552690  
Email: [fondi.eu@gov.mt](mailto:fondi.eu@gov.mt)  
Website: <https://fondi.eu/>

Thank you !



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# Introduction



Proposals are to be filled in a Word Document and are to be submitted on <https://sfd.gov.mt/Application/>

Access to application form and deadline for submission of applications for the calls:

- Deadline for submission set for both calls is 30<sup>th</sup> September 2024.
- Application Form and Guidance notes can be accessed through the following link
  - Call 19 - <https://fondi.eu/what-funding-is-available/digitalisation-of-public-administration-and-entities/>
  - Call 20 - <https://fondi.eu/what-funding-is-available/digitalisation-of-the-health-sector/>

Proposals should follow the eligibility guidance and intervention logic as described in: Guidance notes on the Call for proposals under ERDF/CF Programme.

## Recommendations (1)

It is strongly recommended to:

- Provide **clear** information on what you intend to do, **how** you will do it, **where** you will do it, how much it will **cost** and who will **benefit** from it. If these basics are not clear, the MA and the PSC will be unable to understand your project. In such circumstances, it is increasingly likely that the project proposal is rejected.
- Read thoroughly the ERDF/CF/JTF Programme and any other guidance documents issued by the MA.
- Explain things **clearly**, assume the reader will not be familiar with your proposed activity or organisation.

## Recommendations (2)

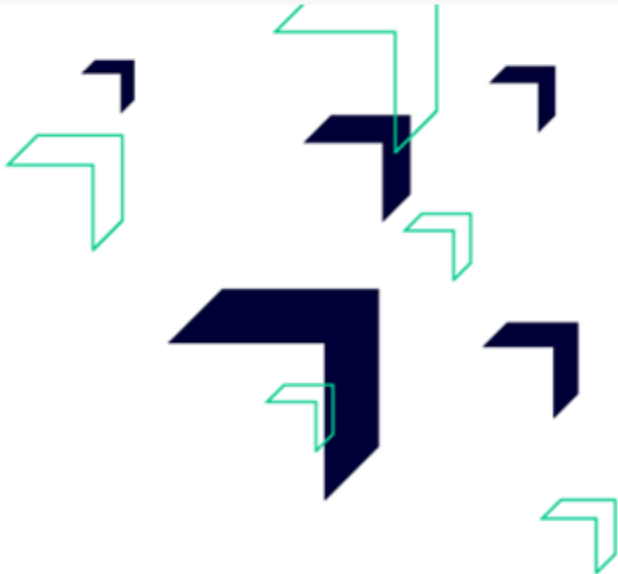
- Explain any acronyms.
- Be focused and realistic, as unrealistic targets may result in the application being rejected and/or penalisation at Project Selection Stage.
- Clearly describe how the Applicant will meet Cohesion Policy requirements: thus, any statement of the obvious will not be accepted as a response to any part of this application form.



# Application Form

Part A – Administrative

Part B - Technical



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## Part A - Administrative Part

- The Applicant must identify **ONE** Priority and **ONE** Specific Objective under which the proposal will fall. In the case of these calls, the following Priority and Specific Objective are applicable:
  - **Priority: 1. PO 1 - ERDF:** A more competitive and smarter Europe by promoting innovative and smart economic transformation and regional ICT connectivity
  - **Specific Objective RSO1.2.:** Reaping the benefits of digitisation for citizens, companies, research organisations and public authorities (ERDF)

# Part A - Administrative Part

## 1. Project Details

<b>Project Title</b>	<i>Name of the Project</i>
<b>Start Date<sup>1</sup></b>	<i>Enter date by when the project is estimated to start. This should also include the preparatory stage of the project.</i>
<b>End Date<sup>2</sup></b>	<i>Enter date by when the project is estimated to be concluded.</i>
<b>Total Project Cost</b>	EUR (the total project value is to be inserted).
<b>Total Grant being requested<sup>3</sup></b>	EUR (excluding ineligible costs).
<b>Summary</b>	<p><i>Provide a summary on the project.</i></p> <p><i>The summary shall include a broad description of the project idea, that is, the basic rationale for implementing the proposed project. A brief description of the aims, objectives, main activities and expected results.</i></p>
<p><i>Note: This will be presented in the published list of the Managing Authority on the MA's website <a href="http://fondi.eu">fondi.eu</a>, as per Article 40 of Regulation (EU) 2021/1060</i></p>	

- **Expenditure incurred from 1<sup>st</sup> January 2021 is eligible for funding.**
- **End date should not be after 31<sup>st</sup> December 2029.**

# Part A - Administrative Part

## 2. Lead Applicant

*In the fields below, the Applicant is to include information on the Applicant Organisation.*

<b>Name</b>	
<b>Head of Organisation</b>	
<b>Legal Status</b>	Choose an option.
<b>Type of SME (if applicable)</b>	
<b>Registration / VO Number</b>	
<b>Legal Address</b>	
<b>Contact Number</b>	
<b>Contact E-mail</b>	
<b>Website</b>	

# Part A - Administrative Part



## 3. Contact Details

*In the fields below, the Applicant is to include information on the Project Leader of the proposed project. Only one project leader responsible for the project.*

<b>Project Leader</b>	
<b>Position within the Organisation</b>	
<b>Office Address</b>	
<b>Contact Number</b>	
<b>E-mail address</b>	
<b>Main Contact Person<sup>3</sup></b>	
<b>Position within the Organisation</b>	
<b>Office Address</b>	
<b>Contact number</b>	
<b>E-mail address</b>	

The Project Leader is the person responsible for the implementation of the proposed project.

The Contact Person must be different from the Project leader and needs to assist the project leader in ensuring smooth communication flows between the Beneficiary organisation and the relevant stakeholders.

## Part A - Administrative Part

### 4. VAT Status

*In the fields below, the Applicant is to include information on the Vat Status of the Applicant Organisation*

<b>VAT Number (if applicable)</b>		
<b>Does the project include activities which may give rise to sales on which VAT is charged?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Can the organisation recover VAT on expenditure incurred?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

- Contact Persons: Ms Joanna Hefny ([joanne.hefny@gov.mt](mailto:joanne.hefny@gov.mt)) and Ms Caroline Arapa ([caroline.arapa@gov.mt](mailto:caroline.arapa@gov.mt))

# Part A - Administrative Part

## 5. Experience in EU-funded and / or similar<sup>4</sup> projects

*In the fields below, the Applicant is to indicate whether the Organisation has already been involved in or awarded an EU or similar projects.*

Has the lead applicant implemented EU funded or similar projects, in the last 10 years?

YES

NO

*If yes, Applicant to provide list of EU funded projects or national/own funded projects of similar nature and/or magnitude.*

Awarding body	Project Ref	Name of Project	Year of Award	Year Completion	Amount Received (€)

- Similar projects refer to those which funding may include nationally funded projects, EEA/ Norway, and Swiss.

# Part A - Administrative Part

## 6. Similar proposals

Has this proposal (or a similar one) been submitted in the past in response to a call for proposals under any EU or other funding programme, other than the current call, including for the feasibility and preparatory phases?

YES

NO

If yes, please provide the following details (*add rows as necessary*):

Name of the Programme	Reference Number	Status of the Proposal
		Choose an item.
		Choose an item.

Were any loans or equity support received from European Investment Bank, the European Investment Fund or any other local or international financial institutions to implement the activities included in this proposal?

YES

NO

If yes, please provide the following details (*add rows as necessary*):

Name of Financial Support received	Name of Financial Institution	Date of Submission/Approval	Amount requested (EUR)	Amount granted (EUR)

- Status of the Proposal: Submitted / Under Evaluation / Awarded



# Part A - Administrative Part



## 7. Project Partnership

*The Applicant should indicate whether a partner organisation/s will be involved in the proposed project. The proposal should identify the added value of involving partners in the project and the mutual benefit of said partnership.*

Does this project include partners (local or transnational)?

YES

NO

If the project includes partners, please include the following details for each partner (*copy the table below for each partner*). A letter of intent for each partner is to be uploaded under the “Checklist of Attachments”.

<b>Legal Name of the Partner Organisation</b>	
<b>Legal status</b>	
<b>Contact person</b>	
<b>Transnational / Local Partner</b>	Transnational <input type="checkbox"/> Local <input type="checkbox"/>
<b>Legal Address</b>	
<b>Phone number</b>	

# Part A - Administrative Part



## 7. Project Partnership

<b>E-mail address</b>	
<b>Role and value added of the partner organisation in the Project</b>	
<b>Mutual benefit of the partnership</b>	
<b>Will the partner organisation receive funding from the project?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Will the partner contribute towards the co-financing of the project?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

# Part A - Administrative Part

## 8. State Aid

*EU State Aid rules apply to projects which involve any direct (or indirect) financial support from the public sector to commercial enterprises or organisations carrying out an economic activity, or if in some way the assistance involved distorts trade or threatens competition within the Community. Applicants should note that State Aid is determined by the nature of the project and not necessarily by the nature / status of the organisation.*

*ALL Applicants of ERDF/CF/JTF assisted projects must ensure compliance with State Aid rules. If the rules are breached (even after the project ends), any grant (even if already paid) may have to be recovered. Applicants should note that the project proposals that involve State Aid will be considered, provided that the Applicant agrees to implement the project in line with the applicable State Aid Rules. Applicants should also note that the involvement of State Aid is not necessarily tied to the legal status of the Applicant but to the nature of the activity. In this regard, early discussions with the State Aid Monitoring Board (SAMB) and/or experts on State Aid of the Applicant's choice are encouraged to clear the State Aid position. Any evidence of correspondence between the Applicant and SAMB should be annexed to the application form.*

Does this project involve State Aid?

YES

NO

**How was it concluded that the project involves/does not involve State Aid?**

*Specific reference should be made to communication held with the State Aid Monitoring Board to determine whether the project involves/does not involve State Aid.*

# State Aid



- EU State Aid rules apply to projects which involve any direct (or indirect) financial support from the public sector to commercial enterprises or organisations carrying out an economic activity.
- Applicants should note that State Aid is determined by the nature of the project and not necessarily by the nature / status of the organisation.
- All Applicants of ERDF/CF/JTF assisted projects must ensure compliance with State Aid rules. If the rules are breached (even after the project ends), any grant (even if already paid) may be recovered.
- Applicants should note that the project proposals that involve State Aid will be considered, provided that the Applicant agrees to implement the project in line with the applicable State Aid Rules.
- Early discussions with the State Aid Monitoring Board (SAMB) and/or experts on State Aid are encouraged and any evidence of correspondence between the Applicant and SAMB should be annexed to the application form.
- State Aid Contact Person: Dr Yana Haber ([yana.haber@gov.mt](mailto:yana.haber@gov.mt))

# Part B – Technical Description

## Example: RSO 1.2.

### ▲ 9. Project Description

Is the project contributing to the **specific objective** of this call?

**RSO1.2. Reaping the benefits of digitalisation for citizens, companies, research organisations and public authorities (ERDF).**

Yes

No

**Which need is the project addressing in relation to the list of possible **interventions** as set out in the programme?**

Supporting digitalisation in economic sectors

Digitalisation of public administration and entities

Digitalisation of the Health Sector

**What are the expected **results** which the project shall be contributing to?**

Increase the provision of digitalised services including improved efficiency of the public administration and the quality of e-services

Increase of enterprises/entrepreneurs benefitting from support for enhanced digitalisation

# Expected Results

- Following the identification of the expected result/s applicable for the project and the target groups, the Applicant is to explain:
  - The tangible and intangible results of the project;
  - The expected benefits that the project intends to achieve; and
  - How such results will contribute to the achievement of the Programme expected result(s) under that specific Priority.
- The Applicant should explore how the desired results will aim to trigger change and/or innovation. Applicants are encouraged to explore innovative results/solutions from the proposed actions.
- The Applicant is to assess whether the proposed actions are contributing to the fulfilment of the enabling conditions, as found in table 12 of the ERDF/CF/JTF Programme.

# Part B – Technical Description

**Why** is the project being proposed and **how** does it address the Specific Objective of the call and respective national and European priorities?

*Here the Applicant is to carry out a needs assessment. This assessment is the study of a problem. It entails the collection of data and opinions from varied reliable sources. The aim is to support effective recommendations about what should be done to solve such problem. This will enable the Applicant to establish the importance of the proposed actions. Hence, such assessment must demonstrate how the project and its activities as applicable are contributing and in line with the type of interventions selected above. Moreover, the Applicant should explain how the project is expected to solve a clearly defined and presented need(s). The discussion must be supported by quantitative and qualitative analysis from official statistical sources and/or administrative registers. Consequently, the Applicant is to provide further justifications on the project coherence with National, sectoral and EU policies as to what extent the project is addressing such priorities. Explain the effects of the projects from the perspective of EU interest and how it contributes to the objectives set out at European Level.*

**What** are the **objectives** of the project?

*The objectives should be SMART (specific, measurable, achievable, relevant, time-bound).*

## **Why is the project being proposed and how does it address the Specific Objective of the call and respective national and European priorities?**

- Here the Applicant is to carry out a needs assessment. This assessment is the study of a problem. It entails the collection of data and opinions from varied reliable sources. The aim is to support effective recommendations about what should be done to solve such problem.
- The assessment must demonstrate how the project and its activities as applicable are contributing and in line with the type of intervention/s selected.
- The Applicant should explain how the project is expected to solve a clearly defined and presented need(s) by quantitative and qualitative analysis from official statistical sources and/or administrative registers.
- Consequently, the Applicant is to provide further justifications on the project coherence with National, sectoral and EU policies as to what extent the project is addressing such priorities.



# Part B – Technical Description

<b>Target Groups</b> <i>(select the specific target groups of the project)</i>
<input type="checkbox"/> Public administration
<input type="checkbox"/> Consumers and businesses (including tourists)
<input type="checkbox"/> Enterprises (irrespective of their legal form)
<input type="checkbox"/> The General Public
<b>Other Targets</b> - <i>(if applicable)</i>

- Target Groups: These should be specific according to the Specific Objective.

# Part B – Technical Description

## Section 2



### 10. Project Plan

*To compile this section, Applicants are requested to fill in the details in the tabulations below.*

*The Applicant is expected to group the key components/activities/actions of the project in work packages. For each work package, the Applicant needs to provide a brief description of the project component/activity/action, key information on the main tasks of each project component, the timeframe for the implementation, the specific target groups (as applicable), the linked output and result indicators for each work package.*

*Work Package 1 shall focus on how the project will be managed including checks and controls in place to ensure that the project is implemented on time and within the parameters defined in the grant agreement.*

*Each project shall have work packages (including Work Package 1 on project management and coordination).*

# Project Plan



- The Applicant is expected to group the key components/activities/actions of the project in work packages.
  
- For each work package, the Applicant needs to provide:
  - a brief description of the project component/activity/action;
  - key information on the main tasks of each project component;
  - the timeframe for the implementation;
  - the specific target groups (as applicable); and
  
- Work Package 1 shall focus on how the project will be managed and coordinated including checks and controls in place to ensure that the project is implemented on time and within the parameters which will eventually be defined in the Grant Agreement.

# Part B – Technical Description

## Section 10.1



### Work Package 1: Project Management and Coordination

\*To open in Excel, right click on the object, click on ‘Worksheet object’ and select ‘Open’.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Work Package Number - 1												
2	Work Package title					[insert name]							
3	Duration					[to be calculated in months]							
4	<p style="text-align: center;"><u>Role of the Project Team</u></p> <p><i>The scope of this question is to demonstrate that the Applicant has the necessary capacity to implement and maintain and/or operate the project. The Applicant is to proof to the Project Selection Committee, that it will adopt a good capacity strategy covering all areas and phases of the project proving that it has the necessary resources and expertise to manage the project, provide leadership and exercise control. An assessment on the current staff complements and how the additional duties will fit in within the structure is to be provided.</i></p>												
5													
6	<p style="text-align: center;"><u>Role of consultants, seconded staff and subcontracting</u></p> <p><i>In case for those Applicant which do not have sufficient capacity to implement the project and therefore shall resort to external sources, the Applicant is to provide details on how the Applicant shall exercise control over any third-party contractors that may be involved in the project. The Applicant remains responsible for all aspects relating to the project (even for third party shortcomings) during the auditable lifetime of the project.</i></p>												
7													
8	<b>Role of the Project Team</b>												
9	<i>Provide an overview of who be directly responsible to ensure the effective and efficient implementation of the project . (Max. 500 words)</i>												
10													
11	<b>Role of consultants, seconded staff and subcontracting</b>												
12	<i>How do you plan on ensuring that external resources contribute directly to the project for those skills/resources which are not available within the organisation? (if applicable) (Max. 300 words)</i>												
13													
14	<b>List of Specific Activities.</b> <b>Financial allocation should not be filled in for costs attributed to project management</b>												
15	Activity Nr	Activity Name	Activity Type	Activity Description	Actual Cost Incurred /SCO	Net	VAT Eligibile	VAT Non-Eligibile	Non-eligibile				Total
16	Activity 1.1												€ -
17	Activity 1.2												€ -
18	<b>Total</b>					€ -	€ -	€ -	€ -				€ -
19													

# Work Package 1: Project Management and Coordination



- Role of the Project Team.
- Does the Applicant have the necessary capacity to implement and maintain and/or operate the project?
- The Applicant is to prove to the Project Selection Committee, that:
  - It will adopt a good capacity strategy covering all areas and phases of the project;
  - It has the necessary resources and expertise to manage the project, provide leadership and exercise control; and
  - An assessment on the current staff and how the additional duties will fit in within the structure is to be provided.

# Part B – Technical Description

## Section 10.1



### Work Package 2: (SUBJECT)

This section is to be replicated for additional work packages.

\*To open in Excel, right click on the object, click on 'Worksheet object' and select 'Open'.

	A	B	D	E	F	G	H	I	J	K
1										
2		⚠ The applicant shall reproduce the table below for each work package								
3										
4	<b>Work Package number</b>		[insert work package number]							
5	<b>Work Package title</b>									
7	<b>Duration</b>		<i>Include start date and end date</i>							
8	<b>Name of organisation leading the work</b>									
9	<b>List of Specific Activities</b>									
10	<b>Activity Nr</b> <i>(continuous numbering linked to Work Package)</i>	<b>Activity Name</b>	<b>Activity Description</b>	<b>Actual Cost incurred/SCO</b>	<b>Net</b>	<b>VAT</b>	<b>Non-eligible</b>	<b>Total</b>		
11	Activity 2[1].1		<i>Describe the proposed activity and the necessary works for which assistance is being proposed specifying its main characteristics and components, including the nature of</i>							
12	Activity 2.2									
13										

# Part B – Technical Description

## Section 11- Horizontal Priorities

### Fundamental Rights and Equality principles

Identify how the **horizontal principles** mentioned below are considered. **What measures** are planned throughout the project design, implementation, monitoring, reporting and evaluation stages to ensure that the principles are safeguarded?

<b>Gender Equality</b>	<i>The Applicant should explain how equality amongst genders, integration of the gender perspective and gender mainstreaming are <u>taken into account</u> and promoted throughout the design, implementation, monitoring, reporting and closure of projects.</i>
<b>Equal Opportunities</b>	<i>The Applicant should take into consideration appropriate steps to ensure equal opportunities independent from gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation throughout the design, implementation, monitoring, reporting and closure of projects.</i>
<b>Non-discrimination including accessibility for persons with <u>disability</u></b>	<i>The Applicant should explain how measures are put in place during the design, implementation, monitoring, reporting and closure of projects to prevent discrimination in particular accessibility for persons with disabilities and ensure access for all.</i>

# Part B – Technical Description

## Section 11- Horizontal Priorities



### Sustainable Development

#### What are adopted to ensure contribution towards Sustainable Development?

*Applicants are required to demonstrate that they have considered sustainable development areas at all stages of the project and how contribution will be mainstreamed throughout the projects' aims and operations. Reference to the relevant strategies justifying the contribution of the project should also be provided below.*

<b>Economic Growth</b>	<i>The Applicant should outline their project contribution to economic growth through the potential contribution towards the local economy/industry.</i>
<b>Social Cohesion</b>	<i>The Applicant should outline the project contribution towards social cohesion through potential skill development as a result of the project and generation of employment.</i>



# Part B – Technical Description

## Section 11- Horizontal Priorities

How does the Work Package combine **sustainability, aesthetics and inclusiveness (New European Bauhaus)?**

Applicable to ERDF/CF/JTF only

The New European Bauhaus (NEB) Initiative aims to bring art and science together, to improve energy efficiency in Europe's buildings in view of finding affordable, inclusive, sustainable and attractive solutions for climate challenges.

The Applicant is requested to explore how the proposed actions will be seen as an attractive investment in order to make sustainable living beautiful.

<p><b>Sustainability</b></p>	<p>From climate goals to circularity, zero pollution, and biodiversity.</p> <p>Analysis of how the proposed project is aiming to:</p> <p><b>Repurpose</b> – How can the project reach the results in a less material intensive way? Can the impact on the environment of the project be lowered?</p> <p><b>Close the loop</b> – is circular economy ensured within the proposed actions?</p> <p><b>Regenerate</b> – is there a vision on societal change following the project.</p>
<p><b>Aesthetics</b></p>	<p>Creating enriching experiences to our needs beyond the material dimension, inspired by creativity, <u>art</u> and culture.</p> <p>Analysis of how the proposed project is aiming to:</p> <p><b>Activate</b> – Does the project considers the comfort of its users (in terms of materials, light, air, noise)? Visually is it appealing?</p> <p><b>Connect</b> – Is it providing attractive and comfortable spaces? Is it giving a sense of community to people with different backgrounds? Is the project interactive?</p> <p><b>Integrate</b> – Does the project have a positive transformative effect on the users' lives?</p>
<p><b>Inclusiveness</b></p>	<p>From valuing diversity to securing accessibility and affordability.</p> <p>Analysis of how the proposed project is aiming to:</p> <p><b>Include</b> – is the project easily and equally accessible? Does the project consider the needs of less represented individuals?</p> <p><b>Consolidate</b> – does the project offer equal resources and opportunities?</p> <p><b>Transform</b> – does the project promote new ways of living together?</p>

# Part B – Technical Description

## Section 12- Indicators



### Quantitative outputs and results of the Project

*In the tables below indicate the output and results that will be achieved as a result of the implementation of the activities in this workplan as part of this project.*

*Please ensure that the figures included in the table below are reasonable, in line with the objectives of the project and may be measured and verified.*

*It is strongly recommended that Applicants refer to the Indicators Guidance Notes issued with the call on how to address the indicator sections.*

OUTPUT INDICATORS	Measurement Unit	Milestone 2024	Target 2029 and/or End of operation
RESULTS INDICATORS	Measurement Unit	Target 2029 and/or End of operation	

### Method of Quantification

**Detailed description** of the **methodology** used to quantify each respective indicator targets. Reference should also be made to any **reference documents** (if and as applicable), from which any baseline figures are being sourced. Kindly ensure that the respective **indicator names are listed** and are clearly linked to the different methodology descriptions to be provided for each indicator. For better clarity, kindly start by listing the output indicator/s , followed by the result indicator/s.

*In the case of ESF+ projects with participant type of indicators, the Applicant is reminded that data on indicators is to be reported on the basis of unique participants at the level of each operation/project. To this end, the data below should firstly be presenting an estimation using repeat participation that mirrors the budget requested, and subsequently the Applicant is to estimate the resulting unique values per indicator (this dependent on the expected/allowed number of repeat participations in the same operation/project)*

# Part B – Technical Description

## Section 12- Indicators

### Method of Verification

**Detailed description** of the **methodology, data sources and/or documentation** to be utilised to **verify and provide proof** of the attainment of the respective indicator targets. Kindly ensure that any documentation that will be referenced can be made available to the Managing Authority, both at implementation stage and at project completion stage, as required for the periodical verification and reporting of indicators.

Kindly ensure that the respective **indicator names are listed** and are clearly linked to the different verification sources to be provided for each indicator. For better clarity, kindly start by listing the output indicator/s , followed by the result indicator/s.

# Part B – Technical Description

## Section 13- Gozo’s Socio- Economic Development



### 13. Gozo’s Socio- Economic Development

<b>Are any of the activities included in the project contributing to <b>Gozo’s socio-economic development?</b></b> <i>The Applicant is requested to assess the project’s impact (if any) on the territorial challenges of Gozo. Explanation on the direct and/or indirect project contribution towards the below priorities is to be provided.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Explain how this will be achieved using statistics, data and research on Malta and Gozo. Where applicable the applicant is to provide the financial estimates.
Achieving a better skilled Gozitan labour force <input type="checkbox"/>	
Creating job opportunities in Gozo <input type="checkbox"/>	
Enhancing sustainable tourism in Gozo <input type="checkbox"/>	
Enhancing Gozo’s carbon and climate-neutral social economy <input type="checkbox"/>	



# Part B – Technical Description

## Section 15- Project Implementation Status

### 15. Project Implementation status

*In the box below, indicate the status of the procurement procedures envisaged under this project per WP. The Applicant is to indicate the total number of tenders at each level. The details are to be included as to the tender description, the timeframes, the contracted amounts etc.*

Status of procurement	Number of procurement procedures	Provide details of the respective activity indicated in the work package.
Design		
Drafted		
Launched		
Evaluation		
Appeals		
Contracted		
Being implemented		
<b>Total no of procurement</b>		

## **Part B – Technical Description**

### **Section 16- Do No Significant Harm (DNSH)**

As a result of an assessment conducted at the Programme level, in Section 16 of the application form, applicants are to provide a detailed description of how they will comply to DNSH, more specifically, where applicable:

1. Climate change mitigation
2. Climate change adaptation
3. The sustainable use and protection of water and marine resources
4. The transition to a circular economy, including waste prevention and recycling
5. Pollution prevention and control to air, water and land
6. Protection and restoration of biodiversity and ecosystems

In this section, in the last column of the table, the applicant is to identify the actions that will be carried out to ensure that mitigation measures are addressed. For those projects which are in an advanced stage of readiness, evidence of such actions is to be provided i.e. tender documents, technical documentation etc.

# Part B – Technical Description

## Section 16- Do No Significant Harm (DNSH)

Applicable DNSH Criteria				Proposed Actions Contribution	
Priority	Specific Objective	Criteria	Impact (explained)	Substantive Justification at the level of the Assessment carried out in the Programme of how the proposed measure does not give rise to negative impacts on the environment objective.	List the actions to be carried out to ensure that the mitigation measures are addressed. For those projects which are in advanced stage of readiness, evidence of such actions is to be provided i.e. tender documents, technical documentation etc.
1	RSO1.2 Reaping the benefits of digitalisation for citizens, companies research organisations and public authorities (ERDF)	The circular economy, including waste prevention and recycling	<p>Is the measure expected to:</p> <p>(i) lead to a significant increase in the generation, incineration, or disposal of waste, with the exception of the incineration of non-recyclable hazardous waste; or</p> <p>(ii) lead to significant inefficiencies in the direct or indirect use of any natural resource at any stage of its life cycle, which are not minimised by adequate measures; or</p> <p>(iii) cause significant and long-term harm to the environment in respect to the circular economy?</p>	<p>The digitalisation of public administration and entities will enable the <u>general public</u> to carry out many activities online. Beyond the provision of services, this measure also includes the construction of a digital hub and other infrastructure related to the enhancement of digitalisation within the public administration. Such construction works will probably give rise to additional waste generation. These impacts are likely to be effectively mitigated with existing environmental protection legislation and practices, including thorough assessment of individual development proposals as part of the EIA and AA processes (as applicable), construction monitoring, implementation of the waste hierarchy (such as reusing excavation material as aggregate) and site-specific mitigation measures.</p> <p>While improper construction practices could lead to pollution impacts, mitigation measures are already present in existing legislation, as outlined above. Consequently, no further mitigating actions are necessary.</p> <p>Implementation of the above regulations and good practice will effectively reduce any possible construction impacts.</p> <p>During the operational stage, the measure will likely reduce the amount of paperwork necessary to process various requests, thereby encouraging the transition to a circular economy (by reducing operational waste such as paper). This measure may give rise to an increase in waste electric and electronic equipment (WEEE) which would need to be disposed. In line with the WASTE MANAGEMENT (ELECTRICAL AND ELECTRONIC EQUIPMENT) REGULATIONS (S.L. 549.89), this material is effectively recycled to recover as much of the material as possible.</p> <p>There is thus no evidence of significant negative impacts of the measures on this environmental objective.</p>	



# Part B – Technical Description

## Section 17- Risks

### 17. Risks

*Any adverse event which may impinge on the smooth and efficient implementation of the project must be identified at this stage. These events will impose a risk on the project. The risks were categorized as per below:*

- *Financial Risks*
- *Implementation Risks*
- *Capacity Risks*
- *Legal Risks*
- *Logistical Risks*
- *Public Procurement Risks*
- *Technical Risks*
- *Health Risks*
- *Other Risks*

*The Applicant is to explain the risks associated with the project and provide the mitigation and/or preventive measures as well as the actions to be taken in case an adverse event occurs. By assessing risk, one is not looking to avoid it, but rather, to understand the nature of that risk, be reassured that the Applicant takes steps to minimise the risk and has options to deliver at least part of the project, should something happen to affect the project.*

What are the <b>critical risks</b> , uncertainties or difficulties related to the implementation of your project, and your <b>measures/strategy</b> for addressing them?		
Risk Type	Description	Mitigation Measures
Choose an item.		
Choose an item.		

# Part B – Technical Description

## Section 18- Communication



- Visual Identity Guidelines (VIG) for the 2021-2027 Programme may be found here: <https://fondi.eu/visual-identity-guidelines-2021-2027/>.

### 18. Communication

*Communication and visibility activities should contribute to the promotion of gender, equality, and non-discrimination. Communication materials should use gender inclusive language and positive visual representations. E.g.: when developing videos or leaflets ensure that persons, in all their diversity, are equally represented in a non-stereotypical fashion and portrayed in active empowered roles. In addition, consider using communication channels that are accessible to the general audience, to persons with disabilities, or people from marginalised groups.*

## Part B – Technical Description

<p>Provide a statement highlighting the support from the EU in a visible manner on documents and communication material relating to the implementation of the operation, intended for the public or for participants. (ALL PROJECTS)</p>	<p>Confirm <input type="checkbox"/></p>
<p>Display at a location clearly visible to the public at least one poster of a minimum size A3 or equivalent electronic display with information about the operation highlighting the support from the Funds. Where the beneficiary is a natural person, the beneficiary shall ensure, to the extent possible, that appropriate information is available, highlighting the support from the funds, at a location visible to the public or through an electronic display. (ALL PROJECTS)</p>	<p>Confirm <input type="checkbox"/></p>
<p>Display durable plaques or billboards clearly visible to the public, that present the emblem of the EU in accordance with the technical characteristics laid down in the Guidelines on the Communication and Visibility requirements for projects co-financed through EU Funds, as soon as the physical implementation of operations involving physical investment starts or purchased equipment is installed, in respect of the following:</p> <p>(i) operations supported by the ERDF and the ESIF Fund the total cost of which exceeds EUR 500,000;</p> <p>(ii) operations supported by the ESF+, the JTF, the EMFAF, the AMIF, the ISF or the BMVI the total cost of which exceeds EUR 100,000;</p>	<p>Confirm <input type="checkbox"/></p> <p>Not applicable <input type="checkbox"/></p>

## Part B – Technical Description

For operations of strategic importance and operations the total cost of which exceeds EUR 10,000,000, organising a communication event or activity, as appropriate, and involving the Commission and the responsible managing authority in a timely manner.	Confirm <input type="checkbox"/>  Not applicable <input type="checkbox"/>
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*Applicants are to keep in mind that EU funded projects must ensure that adequate publicity is given to the project with a view to:*

- *Make potential participants aware of the opportunities offered/created;*
- *Make the general public aware of the role of the European Union and European Funding;*
- *Ensure transparency of the assistance concerned; and*
- *Increase visibility and awareness*

## Part B – Technical Description

**What** are the communication and dissemination activities planned, other than the obligatory communication requirements included above, to promote the activities/results of the project? In your reply indicate to **whom, which format and how many** communication actions will be undertaken. Indicate how you will reach the target groups, relevant stakeholders, policy-makers and the general public and explain the choice of the dissemination channels.

# Part B – Technical Description

## 19. Financial Sustainability

*The Applicant should ensure that the longer-term financial sustainability of the project is considered. The financial sustainability assessment consists of verifying that the project will have sufficient funds to meet its financial obligations, whether these funds come from user charges or budget sources. Under this section, the project's capacity to achieve financial sustainability should be demonstrated.*

*Furthermore, the Applicant is to assess the financial profitability which involves the comparison of the costs (the operating and investment expenses) and the revenues resulting from the project.*

### **How will the project be **sustained** when EU support ends?**

*Specific explanation should be provided on the expenditure and organisational structure and resources which will be enabled especially in those instances where the Government is not financing the project and the financial position of the organisation is not congruent with the annual operational costs required to maintain the activities proposed after the EU funding support ends.*

### **What are the **annual operational costs** required to sustain the project after EU support ends?**

*Please upload calculations of the annual (operational) costs involved in sustaining the project, under the Section 'Checklist of Attachments'.*

# Financial Studies

- Reference is being made to the need for financial studies when submitting project proposals. The following financial studies are required depending on the value of the project being proposed and whether the project is expected to generate revenue:
  - **Financial Assessment**- in the case of revenue-generating projects up to €1,000,000;
  - **Financial Feasibility Study**- for all projects from €1,000,001 up to €5,000,000; or
  - **Cost Benefit Analysis (CBA)**- for all projects exceeding €5,000,001.
- Together with the applicable financial study, applicants are to compile and submit the checklists for project appraisal to be completed by the Project Promoter and Consultant. Templates of checklists to be submitted can be accessed from the following link:  
[https://fondi.eu/important\\_documentat/erdf-cf-templates/](https://fondi.eu/important_documentat/erdf-cf-templates/)

# Part B – Technical Description

## 20. Revenue Generation

*Within this section the Applicant is expected to explain the financial element of the project.*

Is the project expected to generate revenue?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please specify the source of revenue that will be generated:	
Charges to Users	<input type="checkbox"/>
Entrance Fees	<input type="checkbox"/>
Rent	<input type="checkbox"/>
Feed-in-Tariff/Cost Savings	<input type="checkbox"/>
Participation Fees	<input type="checkbox"/>
Copyright charges on publications	<input type="checkbox"/>
Development and sale of products	<input type="checkbox"/>
Other (if other please specify below:)	<input type="checkbox"/>



## Part B – Technical Description

Projects which generate revenue are eligible as long as there is no over-financing. Thus, the revenue generated should be declared and, if applicable, be deducted from the total project cost.

Revenue Generation	Discounted values (€)	Discounted values (€)
Total investment cost		
Total investment cost of which eligible cost (EC)		
Discounted investment cost (DIC)		
Discounted net revenue (DNR)		
Determine the grant (please refer to the relevant section in the Call Document)		

# Part B – Technical Description

## 21. Financial Capacity

*In this section, the Applicant is to indicate who will be contributing the co-financing element of the project. Projects benefitting from EU Funds have a co-financing rate. This rate differs from one fund to another.*

*For ERDF and ESF+ proposals the rate is 60% EU Funds and 40% MT funds, CF proposals have 85% EU funds and 15% MT funds and lastly JTF Funds have 70% EU funds and 30% MT funds. Within this section, the Applicant is to state who will be contributing the MT funds.*

How will the project be **co-financed**? Tick all relevant<sup>7</sup>

Government funding

Third party resources

Loan

Will the project generate **private investment**? If yes, explain **how** this will be achieved.

*Here the Applicant is to indicate whether the proposed interventions will attract/stimulate private investment which will complement the project in achieving the expected results. If in the affirmative, details are to be provided on the approach undertaken in attracting private investment and how this is being incorporated within the project.*

# Part B – Technical Description

## 22. Planning Permits, Climate Proofing and Environmental Assessments

*In this section, the Applicant should indicate whether any component of the project is subject to the below assessments and/or require any permits. It is strongly recommended that the Applicant discuss with the relevant Authority (Planning Authority, ERA etc) any obligations that will ultimately impact implementation. Such correspondence is to be attached with the Application Form as means of verification.*

*The Applicant should bear in mind that the procurement of certain equipment may require an environmental permit. Infrastructural development may also require such permits.*

*Tick the table below according to the type of permits or assessments required for any of the activities included in the project.*

Permits or Assessments	Tick the respective box		Details i.e. Tracking Number, Permit number etc.
Planning Permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Environmental Assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Environmental Operational Permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
The project is a result from a plan or programme falling within the scope of the SEA Directive (2001/42/EC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Environmental Impact Assessment (85/337/EEC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Impact or effect on a site included/intended to be included in a Natura 2000 network	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other environmental assessments which may be required under national legislation or specialised assessment pursuant to thematic EU Directives	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

# Part B – Technical Description



## *Climate Proofing*

In line with the respective legislation and guidance, including Commission Notice (2021/C 373/01) Technical guidance on the climate proofing of infrastructure in the period 2021-2027, and any subsequent updates as applicable, climate proofing of investments in infrastructure with an expected lifespan of at least 5 years is to be ensured. The term “infrastructure” is to be defined as per the Commission Notice indicated above. In this regard, applicants are to also submit a climate-proofing assessment undertaken with respect to the proposed operation.

In assessing climate proofing and related documents presented by the applicant, the Project Selection Committee will give regard to the pertinent guidance. Recommendations (in the form of additional mitigation/adaptation measures, changes in the project’s design or climate risk monitoring programme) emerging from this assessment will be included as conditions for approval which will be thereafter reflected in the Grant Agreement to ensure climate proofing based on the pillars of climate neutrality and climate resilience. These will need to be incorporated in the project and implemented according to the timeframe recommended in the assessment.

# Part B – Technical Description

## 23. List of Attachments to be submitted with the Project Proposal

*It is the responsibility of the Applicant to ensure that all the necessary documents mentioned throughout the Application Form/Guidance Notes are included under this Section **where applicable**. The table below is indicative of the documentation to be submitted.*

Document Description	Attachments to be uploaded in PDF format
Letter of Intent for Partner Organisation	
FA/FFS/CBA	
Checklists relating to FA/FFS/CBA (as indicated in respective section)	
Proof of co-financing	
SAMB Correspondence	
Calculations of the annual (operational) costs	
Correspondence with NCPE/CRPD/HRD/other stakeholders	
DNSH supporting documentation	
Planning Permits	
Climate Proofing Assessment	
Other supplementary documentation	
Other supplementary documentation	
Other supplementary documentation	

# Part B – Technical Description

## 24. Declaration

*The Applicant is requested to read through the below statements and confirm that the Applicant will abide with the stipulated declarations. If the information is found to be false or deliberately misleading, any EU Funds awarded may be withdrawn and any funds paid may be recovered from the Applicant organisation completing this form. The Application Form (including the below declarations) is to be signed, stamped, and dated by the assigned Project Leader and endorsed by the CEO/Head of Organisation. In the case of Public Sector Organisations, all Application Forms must be endorsed by the Permanent Secretary.*

We declare that the entries in this Declaration form, the details in the whole Project Proposal which is being submitted and any other annexes enclosed are, to the best of our knowledge and belief, correct.	<input type="checkbox"/>
We declare to have the explicit consent of all applicants on their participation and on the content of this proposal.	<input type="checkbox"/>
We confirm that the status of operation is either ongoing <sup>8</sup> or has not yet started as per Article 63 of Regulation (EU) 2021/1060, unless otherwise allowed by the specific regulation.	<input type="checkbox"/>
We confirm that in the case where the proposed project has started before the submission of an application for funding to the Managing Authority, applicable law was complied with.	<input type="checkbox"/>

<sup>5</sup> In line with Regulation (EU) 2021/1060, expenditure shall be eligible from 1st January 2021 till 31st December 2029.

## Part B – Technical Description (30)

<p>We declare that the proposed project does not include activities which were part of an operation subject to relocation in accordance with Art 66 of Regulation No 2021/1060 which would constitute a transfer of a productive activity in accordance with point (a) of Art 65(1).</p>	<input type="checkbox"/>
<p>We confirm that the proposed project is not directly affected by a reasoned opinion by the Commission in respect of an infringement under Art 258 TFEU that puts at risk the legality and regularity of expenditure or the performance of operations.</p>	<input type="checkbox"/>
<p>We declare to be fully compliant with the eligibility criteria set out in the Call.</p>	<input type="checkbox"/>
<p>We declare to have the financial and operational capacity to implement the proposed project.</p>	<input type="checkbox"/>
<p>We confirm that we are not aware of any reason why the project may not proceed or be delayed and the commitment can be made within the timescales indicated in the Programme to which this project relates. We acknowledge that the application will be subject to regular monitoring/auditing/evaluations and undertake to keep records for this purpose in line with instructions received from the Managing Authority and as described in any manuals and guidance provided by the Managing Authority/other stakeholders, as applicable.</p>	<input type="checkbox"/>

## Part B – Technical Description (31)

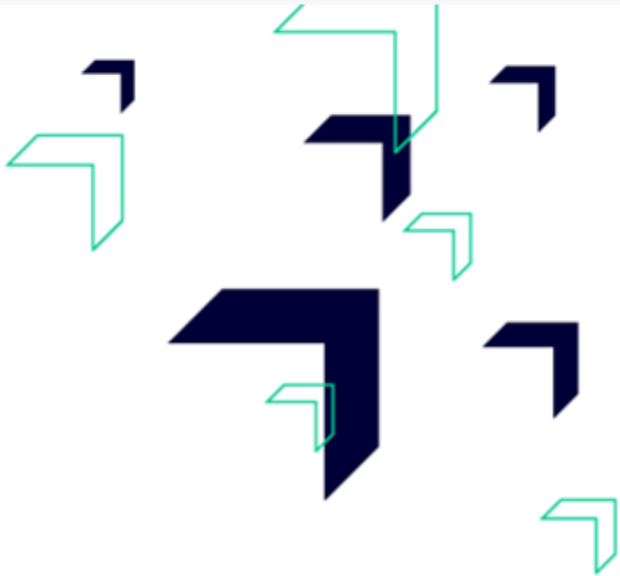
<p>We declare that this project and any of its components is not being supported through other community and/or EU Funding and that we will abide by the principle of good governance and the Public Contracts Regulation on matters related to procurement as applicable. We also declare that we will use fair, transparent, and competitive procedures in any employment contracts.</p>	<input type="checkbox"/>
<p>We declare that the Applicant and/or project partners are not in an exclusion situation in accordance with Art 136(1) and Art 141(1) of 2018/1046 Financial Regulation and CPR Art. 73 (2)(i).</p>	<input type="checkbox"/>
<p>We declare that the proposed project which falls under the scope of Directive 2011/92/EU of the European Parliament and of the Council are subject to an environmental impact assessment or a screening procedure and that the assessment of alternative solutions should have been taken in due account, on the basis of the requirements of that Directive, if applicable to the project.</p>	<input type="checkbox"/>
<p>We also declare that by submitting this application, we are hereby giving our consent for the publication of information related to the organisation and the project (including its budget) as required by the applicable EU Regulations.</p>	<input type="checkbox"/>
<p>We declare to abide to the durability clause enshrined in Art. 65 of Regulation (EU) 2021/1060. I also understand that if the information included in the Application Form is found to be not factually correct, the project application may be rejected.</p>	<input type="checkbox"/>



## Part B – Technical Description (32)

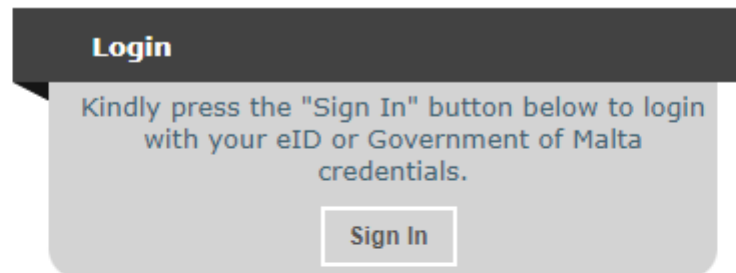
<p>Having due regard to Recitals (6), (10), (60) and Articles 2(42), 9(4), 73(2j) of the Common Provision Regulation No 2021/1060, we acknowledge that in selecting operations, the Managing Authority shall ensure the climate proofing of investments in infrastructure which have an expected lifespan of at least 5 years. (If Applicable)</p> <p>Should the project be favourably assessed, it may be subjected to a detailed assessment drawing upon the guidance provided in Commission Notice “<i>Technical guidance on the climate proofing of infrastructure in the period 2021-2027 (2021/C 373/01)</i>”. Recommendations emerging from this assessment will be included as conditions for approval which will be thereafter reflected in the Grant Agreement to ensure climate proofing based on the pillars of climate neutrality and climate resilience. (If Applicable)</p>	<input type="checkbox"/>
<p>We agree to allow the Managing Authority to access all data necessary to be able to carry out its duties in line with Regulation (EU) 2021/1060. Personal data transmitted to the Managing Authority and any other stakeholders within the scope of implementation, monitoring, evaluation and visibility/communication requirements for projects being co-financed by the respective EU fund is processed, in accordance with the General Data Protection Regulation (EU) 2016/679 and any subsequent amendments.</p>	<input type="checkbox"/>
<p>We declare: (a) full awareness of the “Do No Significant Harm (DNSH)” principle and the DNSH actions defined in the Programme and (b) all proposed actions/activities will be adhered to this principle and applicable EU and national law at every stage of the project implementation, including through the necessary mitigation efforts, where applicable.</p>	<input type="checkbox"/>

# SFD Submission Screen



# Submission of Application (1)

- To submit an application, you must go on the SFD website <https://sfd.gov.mt/Application/Dashboard.aspx>
- The link below will take you directly to a Step-by-Step guide to register for an account - <https://fondi.eu/wp-content/uploads/2023/05/Circular-002-2023-Annex-1-Sign-In-Procedure.pdf>.



Welcome to the portal used for the application for EU funded projects in Malta.

As of 16th May 2023, sign in is with eID, CORP and iLearn. A user guide is available at [this link](#).

Previously created active accounts will need to link their account following the first sign in. This is a one-time task.

## Submission of Application (2)

- The list of open calls is displayed hereunder. Please select "New Application" next to the respective applicable call to initiate the application process within the call.



The list of open calls is displayed hereunder. Please select "New Application" next to the open call to initiate the application process within the call.

Open calls	Programme	Start Date	End Date	
Call 6 - Priority 3, RSO4.6 - Ministries, Government Departments and Public Sector Entities	ECJ - Towards a smarter, well connected and resilient economy, a greener environment and an integrated society	05/11/2023 12:00:00	16/02/2024 12:00:00	New Application
AMIF 9th Call - AMIF 9th Call for Applications	AMIF - Asylum, Migration and Integration Fund Programme 21 - 27	13/11/2023 18:00:00	15/01/2024 12:00:00	New Application
Call 8 - Priority 3, RSO 4.6 - NGOs and Local Councils	ECJ - Towards a smarter, well connected and resilient economy, a greener environment and an integrated society	26/11/2023 12:00:00	08/03/2024 12:00:00	New Application



# Submission of Application (3)

- Select the Priority listed and fill in the 'Project Title' and the 'Project Summary'. Then click 'Create'.



Select a Priority Axis	
<input checked="" type="radio"/>	3 - A more social and inclusive Europe implementing the European Pillar of Social Rights

Project Title	<input type="text"/>
Project Summary	<input type="text"/>

# Submission of Application (4)

- Fill in the ‘**Start Date**’ and the ‘**End Date**’ of the project.
- Fill in the ‘**Grant Requested**’ and click ‘Save’.

1 - Project Details

2 - Checklist of Attachments

### 1.1 - Executive Summary

**Executive Summary – Executive Summary**

Call	Call 6
Priority	3 A more social and inclusive Europe implementing the European Pillar of Social Rights
Project Title	Cultural Valorisation
Project Summary	Cultural Valorisation

Start Date  End Date

Grant Requested  
Amount of Public Funding needed for the Project

**Important Note:** In the case of NGOs and VOs, the Grant amount being requested should amount to 60% of the eligible project value. If for example, the project estimated eligible value is €1M, the Grant requested shall amount to €600,000.

# Submission of Application (5)



- Go on Point 2 (Left Side of the page)
- Upload a signed PDF version of the application form in the first section.
- Upload a Word Document version of the application form in the second section.
- You may also add any other supporting documents that are relevant to the application and then click 'Save'.

1 - Project Details

2 - Checklist of Attachments

## 2.1 - Checklist of Attachments

### Documents Checklist

Document	Uploaded File				
Duly completed signed scanned copy of application.		Choose File	No file chosen	View	Remove
Copy in Word format of the full application form, including all annexes.		Choose File	No file chosen	View	Remove

Add supporting document

# Submission of Application (6)



- Once you are ready to submit the application, please click 'Validate'. This will tell you whether everything was submitted accordingly. Amendments will still be allowed after this step.
- Finally click on 'Submit', to submit your application. No amendments will be allowed after an application is submitted.
- To confirm that the application has been created, you may go on the 'Home' icon and find the list of applications which you have drafted/finalised at the bottom of the page.

Your draft / finalised application forms are listed hereunder.

Call	Programme	Project	Reference	Confirmed	
Call 6 - Priority 3, RSO4.6 - Ministries, Government Departments and Public Sector Entities	ECJ - Towards a smarter, well connected and resilient economy, a greener environment and an integrated society	Cultural Valorisation		NO	<a href="#">View</a>



## Contact Details

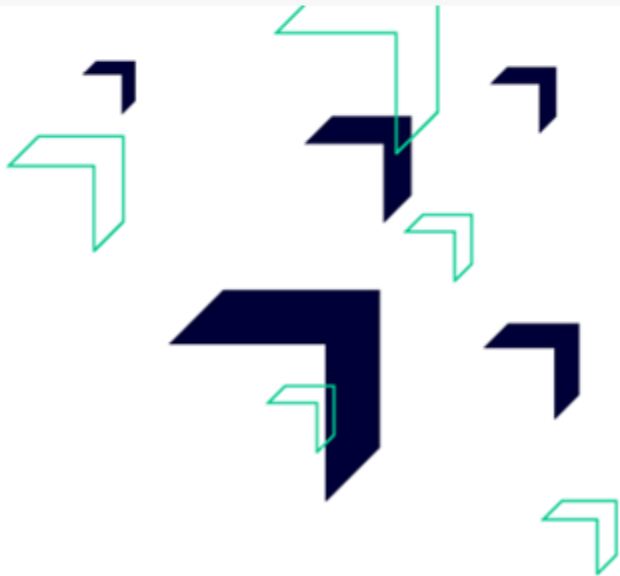
Secretariat to the Project Selection Committee,  
Planning and Priorities Co-ordination Division,  
The Oaks Business Centre, Block B,  
Triq Farsons, Malta

Tel: + 356 25552690

Email: [fondi.eu@gov.mt](mailto:fondi.eu@gov.mt)

Website: <https://fondi.eu/>

Thank you !



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# Assisting stakeholders in accessing European Funds

Project Support, SEM