**Project Proposal**

**Programme COMMON AGRICULTURAL POLICY STRATEGIC PLAN (MALTA) 2023 – 2027**

**Regulation (EU) 2021/2115 (CAP Strategic Plan Regulation)**

**Call reference number: CAPSP/2024/I78.1.1**

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| --- | --- |
| Call | 01 |
| Programme | COMMON AGRICULTURAL POLICY STRATEGIC PLAN (MALTA) 2023 - 2027 |
| Intervention | I78.1.1 Knowledge Exchange, Advice, Training and Dissemination of Information:**Support for Vocational training and skills acquisition actions** |
| Reference Number *(For office use only)* | (For office use only) |

**DEADLINE: 16th December (12:00HRS CET)**

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| **⚠ IMPORTANT NOTICE**The Form consists of two parts:* Part A contains structured administrative information
* Part B is a narrative technical description of the project

All data and documents will be treated as confidential, however, certain information may be shared with other competent authorities when deemed necessary for verification purposes. Personal data will be handled in accordance with EU Regulation 2018/17252 to ensure compliance with the principles of transparency, proportionality, impartiality and legality.Character limits:* Most selection contain an indication of the maximum number of words allowed. The applicants should be guided by such indication in terms of details submitted per respective section.
* Minimum font size: Calibri Light 11pt
* Page size: A4
* Margins (top, bottom, left and right): at least 15mm (not including headers & footers)

Please abide by the formatting rules. Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.All submitted project proposals will be acknowledged.   |

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| **HISTORY OF CHANGES**  |
| **Version**  | **Publication Date**  | **Changes** |
| 1.0 | 21.10.2024 | Publication of first version of the application |
|  |  |  |

# **Part A – Administrative Part**

##

## Project Details

|  |  |
| --- | --- |
| Project Title  | [Max 15 words] Name of the Project  |
| **Project Duration**  | Insert the number of months required to complete the proposed project |

## Type of Applicant

*Tick only one option where applicable:*

|  |
| --- |
| The Applicant |
|[ ]  Private Entity with a current license with the Malta Further and Higher Education Authority (MFHEA) and has at least one accredited (MFHEA) course related directly/indirectly to the agricultural, food and forestry sector |
|[ ]  Public entity which has an interest in the in the agriculture, food and forestry sector |

### Applicant’s information

### Details Applicant

|  |  |
| --- | --- |
| **Name of the Training Entity** |  |
| **MFHEA License number (if applicable)**  |  |
| **Address** – Street, Locality, Postcode | ​​ Clip or tap here to enter text.  |
| **Mobile Number[[1]](#footnote-2)** | Clip or tap here to enter text.  |
| **E-mail Address[[2]](#footnote-3)** | Clip or tap here to enter text.  |
| **Website (if applicable)** | Clip or tap here to enter text.  |

### Details of Project Leader[[3]](#footnote-4)

|  |  |
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| **Title** | ​​ Clip or tap here to enter text.  |
| **Name & Surname** | Clip or tap here to enter text.  |
| **Mobile Number[[4]](#footnote-5)** | Clip or tap here to enter text.  |
| **E-mail Address[[5]](#footnote-6)** | Clip or tap here to enter text.  |
| **Position within entity** | Clip or tap here to enter text.  |

## Details of the contact person for the application / project implementation.

|  |  |
| --- | --- |
| **Contact Person** | [ ]  Same as applicant[ ]  Same as project leader[ ]  OTHER (fill-in below) |
| **Tick, where appropriate, if the OTHER contact person is to be contacted at application stage, at project implementation, or both.**  | [ ]  Application Stage[ ]  Project Implementation |

|  |  |
| --- | --- |
| **Title (Mr, Ms…)** | Mr, Ms |
| **First Name and Surname** | Clip or tap here to enter text.  |
| **ID Number** | Clip or tap here to enter text.  |
| **Address – Street, Locality, Postcode** | Clip or tap here to enter text.  |
| **Mobile Number**  | Clip or tap here to enter text.  |
| **E-mail Address** | Clip or tap here to enter text.  |

# **Part B – Technical Description**

## Project Description

*Key Investment Plan forms an integral part of the Application Form, and all Sections have to be completed by the Applicant for such applications to be eligible under this intervention.*

|  |
| --- |
| **Training Courses Details :** *Project Description forms an integral part of the Application Form, and all Sections have to be completed by the Applicant for such applications to be eligible under this intervention.* |
| **Name of course** | **Target Audience for the course** | **Location of training (local training, training carried out abroad, training including components both locally and abroad).** | **Short description of proposed course[[6]](#footnote-7)**  |
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## Envisaged Course hours and students

DOUBLE-CLICK ON THE TABLE TO INPUT DETAILS.

**Training carried out locally (if course includes part delivered locally and part delivered abroad, please fill in table 1 and 2 respectively in the tables hereunder next to course name).**

In the case of training carried out locally, the applicant needs to write the course name, number of hours and number of participants and whether course is accredited or not. In cases of non-accredited courses the maximum of hours allowed locally per hours cannot exceed 25 hours.



**Training Carried out Abroad**

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| **Applicant to explain why there is** lack of capacity, competence or expertise in organising such training course in Malta, |
| *Max. 300 works*  |

**Trainers not fluent in Maltese**

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| **In the case of trainers that are not fluent in Maltese, the applicant is to explain how this will be addressed, keeping in mind the target audience being targeted in that particular course.** |
| *Max. 300 works*  |

**Table 2**

### Selection Criteria

*(Note that this section contributes directly to the ranking criteria as outlined in the guidelines)*

1. **The proposed project addresses the Needs as expressed in the specific objectives (Max 15 marks)**

*The assessment is carried out on the level of Needs deemed to be addressed by the project proposal in relation to the Specific Objective under which the intervention is taking place, within the spirit of the CAP SP.*

*≤ 2 Needs addressed: 5 Marks*

*> 2 ≤ 4 Needs addressed: 10 Marks*

*> 4 Needs addressed: 15 Marks*

|  |  |
| --- | --- |
| **The proposed project addresses the Needs as expressed in the specific objectives** | **Needs addressed by this project:** *(tick where approriate)* |
| [ ]  | 2.1: Build human, social and institutional capital through investment in knowledge, training, advice. |
| [ ]  | 2.3: Increase direct selling, adding value, improving processing, marketing facilities and skills. |
| [ ]  | 4.5: Knowledge exchange, training and advice to help reduce, reuse and recycle resources on farms |
| [ ]  | 4.6: Research, innovation, and demonstration aimed at moving towards low carbon agriculture |
| [ ]  | 4.7: Knowledge exchange, training, advice and investment support to improve farm climate change |
| [ ]  | 5.6: Demonstrate the value to farm profitability of crops and livestock produced to higher standards |
| [ ]  | 5.7: Identify ways to reduce nutrient loading to air, soil, and water from agricultural activity |
| [ ]  | 6.2: Knowledge exchange, training, advice and investment support to improve farm climate change |
| [ ]  | 6.3: Promote the removal of invasive alien species and the planting of native and archaeophytic species |
| [ ]  | 7.2: Provide training, advice, mentoring and assistance for young farmers. |
| [ ]  | 9.1: Foster higher animal welfare standards to ensure well being among farmed animals |
| [ ]  | 9.2: Introduce new measures aimed at reducing, reusing and recycling food waste along the supply chain |
| [ ]  | 9.3: Promote products produced to higher standards for environmental and animal welfare |
| [ ]  | XCO.2: Ensuring that other SO's integrate knowledge exchange, advice, training and information provision. |
| Max 300 words*Explain how the project will target these Needs (ticked above) of the CAP Strategic Plan* |

1. **Contribution of the project towards the Farm to Fork Strategy (max 15 marks)**

**This criteria does not apply for projects under €50,000 in project grant value.**

*Evidence that the project proposal is deemed to contribute towards the Farm to Fork Strategy, including, inter alia¸ the below*

*≤ 2 actions addressed: 5 Marks*

*> 2 ≤ 4 actions addressed: 10 Marks*

*> 4 actions addressed: 15 Marks*

|  |  |
| --- | --- |
| **Contribution of the project towards the Farm to Fork Strategy** | **Evidence that the project proposal is deemed to contribute towards the Farm to Fork Strategy, including, inter alia¸ the below:** *(tick where approriate)* |
|  | [ ]  | Ensuring Sustainable Food Production, incl. Shift to Organic Farming. |
|  | [ ]  | Ensuring Food Security. |
|  | [ ]  | Stimulating sustainable food processing, wholesale, retail, hospitality and food services practices. |
|  | [ ]  | Promoting sustainable food consumption and facilitating shift to healthy, sustainable diets. |
|  | [ ]  | Reducing food loss and waste. |
|  | [ ]  | Combating food fraud along the food supply chain. |
|  | [ ]  | Research, innovation, technology and investments. |
|  | [ ]  | Advisory services, data and knowledge sharing, and skills |
|  | Max 300 words*Explain how the project will target these strategies (ticked above) towards the Farm to Fork Strategy* |

1. **Potential of the project to enhance/result in (the adoption of) innovation/ use of state-of-the-art technology in the sector/ partnership (max 5 marks)**

**This criteria does not apply for projects under €50,000 in project grant value.**

*The assessment is carried out on the level of potential contribution of the project to enhance/result in:*

*(the adoption of) innovation/ use of state-of-the-art technology in the sector: max 3 marks*

*Partnership with other actors: max 2 marks*

|  |  |
| --- | --- |
| Please explain how the project will enhance/result in the adoption of innovation use of state-of-the-art technology in the sector and whether it will result in partnership with other actors | Max 100 words |

1. **Contribution towards Results (max 15 marks)**

*< 10% contribution towards one of the following:*

*- R1 Enhancing performance through knowledge and innovation*

*- R2 Linking advice and knowledge systems*

*- R28 Environmental or climate-related performance through knowledge and innovation – 2 marks*

*≥10% contribution towards one of the following:*

*- R1 Enhancing performance through knowledge and innovation*

*- R2 Linking advice and knowledge systems*

*- R28 Environmental or climate-related performance through knowledge and innovation – 5 marks*

|  |  |
| --- | --- |
| **Contribution towards results**  | **Results addressed by this project:** *(tick where approriate)* |
| [ ]  | R1: Enhancing performance through knowledge and innovation |
| [ ]  | R2: Linking advice and knowledge systems |
| [ ]  | R28: Environmental or climate-related performance through knowledge and innovation |
| Max 100 words*Explain how the project will target these results (ticked above) of the CAP Strategic Plan* |

*the following sub-criteria will also be taken into account – max 10 marks* ***(this sub-criteria will be assessed according to the consultancy plan which is submitted with the application)***

*(a) quality of the project proposals to deliver training, advice, demonstration or information actions, and farm exchanges/visits*

*(b) competencies of the training provider, where applicable;*

*(c) the level of integration of advisors in the actions, where applicable.*

1. **Readiness (max 5 marks)**

*Risk associated with the implementation and timeline of the project as proposed by the Applicant (3 marks will be automatically awarded in this section)*

*Sub-Criteria 1*

*Planning Permit Approved / No Permits Required – 3 Marks*

*Planning Permit Pending Decision – 1 Mark*

*Planning Permit Application (if required) not Submitted – 0 Marks*

*Sub-Criteria 2*

*Risks Identified and Mitigated in the Proposal are justified – 2 Marks*

|  |  |
| --- | --- |
| Please explain any risks identified in the implementation of the project and how these will be mitigated  | Max 100 words |

1. **Quality of Operation Proposal (max 15 marks)**

*Clarity & Sequence – 10 marks* ***(Marks for this section will be awarded to the quality of the application and consultancy plan submitted with the application)***

* *The proposal is not well-defined and poorly sequenced. Central ideas are not focused to support the intended outcomes and following the thread of thought. Description appears disconnected (0 marks).*
* *The central purpose of the proposal is identified and presented in a logical sequence. Ideas are generally focused in a way that supports the desired outcomes and reader is able to follow with little or no difficulty (5 marks).*
* *The central purpose of the proposal is clear and supporting ideas are well-focused presented in a logical sequence which flows naturally. Details are relevant and enrich the proposal and are engaging to the audience (10 marks).*

*Description – 5 marks* ***(Marks for this section will be awarded to the quality of the application and consultancy plan submitted with the application)***

*Adequate description of the purpose of the proposal (as may also be guided through the application process). The consideration shall be proportionate to the level of funding being requested.*

* *Description is poor and provides no undertanding to the audience of the activities to be implmemented to achieve the intended outcomes (0 marks)*
* *Description is adequately presented that the reader can follow with little or no difficulty (3 marks)*
* *Description is well detailed and is engaging to the audience (5 marks)*
1. **Sustainability (max 20 marks)**

*Evidenced plans towards facilitating increased participation of women, young farmers, young persons, other minorities, and ensuring Equal Opportunities – 5 Marks*

* *Increased participation on one of the above = 3 marks*
* *Combination of two or more of the above = 5 marks*

|  |  |
| --- | --- |
| Please provide plans towards facilitating increased participation of women, young farmers, young persons, other minorities, and ensuring Equal Opportunities  | Max 100 words |

*Marks awarded to the number of actions targeted from the below, including – (15 marks****)***

*1 actions addressed: 5 Marks*

*2 actions addressed: 10 Marks*

*3+ actions addressed: 15 Marks*

|  |  |
| --- | --- |
| **Sustainability**  | **Evidence that the project proposal is deemed to contribute sustainability** *(tick where approriate)* |
|  | [ ]  | actions that reduce ammonia emissions. |
|  | [ ]  | actions that promote animal welfare (interalia proposals that achieve housing systems, and in particular alternative systems for laying hens, free farrowing for sows as well as extended time in group housing for sows and calves (beyond the minimum time required by the EU legislation). |
|  | [ ]  | actions that promote circular economy. |
|  | [ ]  | actions that target the use of anti-microbials. |
|  | [ ]  | Adoption/facilitating the adoption of agricultural practices which are deemed as contributing towards enhanced sustainability. |
|  | [ ]  | Investments in Renewable Energy and Energy Efficient Systems. |
|  | [ ]  | reduction of nutrient losses, while ensuring no deterioration in soil fertility. |
|  | [ ]  | carbon Capture / Sequestration Potential |
|  | [ ]  | increased capacity of water holding in the landscape by the proposed interventions |
|  | [ ]  | make efficient use of existing legitimate buildings, structures and infrastructure, so as to avoid new development pressures scattered in the countryside. |
|  | [ ]  | restore already degraded land, natural habitats and landscapes where reasonably possible as well as prevent adverse environmental impacts that may arise from indirect and consequential implications of development, such as impacts associated with widening of rural roads, infrastructure, rural tourism, etc. |
|  | [ ]  | improve/restore specific aspects of the environment, including the protection and conservation of the natural/rural environment, including site topography, natural physical features, valleys and watercourses, cliffs/escarpments, old rubble walls, traditional terraced fields, mature trees (e.g. carobs), areas of garrigue(xaghri), maquis or mosaic landscapes (made up of a mix of patches of arable land and patches of garrigue/maquis, and/or characterised by non trivial rock outcrops, etc.).  |
|  | Max 300 words*Explain how the project will target these strategies (ticked above) towards sustainability.*  |

## Supporting Documentation[[7]](#footnote-8)

### Supporting documentation required with regards to the applicant.

The applicants will be advised further, during the evaluation process, with regards to the submission of any necessary clarifications/documents required.

|  |  |  |  |
| --- | --- | --- | --- |
| The following sent in one compressed zipped folder to rdsubmissions.opm-ees@gov.mt 1. a soft copy of the application form
2. soft copies of **all** annexes, documents and supporting documentation.

**Each separate document** is to be individually presented and adequately titled for ease of reference. | Yes [ ]  | No [ ]  |  |
| Tax Compliance Certificate – A certificate issued not earlier than **three (3) months** from the date of the application, by the Office of the Commissioner for Revenue (CfR) confirming that the Applicant has submitted all returns and has no pending liabilities with CfR; or can otherwise provide official CfR documented evidence that an applicant is honouring an agreement for settling any outstanding amounts. *(not applicable to public entitites and public* equivalents*)* | Yes [ ]  | No [ ]  | N/A [ ]  |
| Audited financial statements of year n-1and n-2[[8]](#footnote-9). If n-1 year audited accounts are not available, the applicant is to submit management accounts. **In case of start-ups 1st year of Business:** If in the first year of business – existing management accounts at application date, cash flow and revenue projections for next year certified by CPA. **In case of Start-ups 2nd year of business:** If in the second year of business- audited financial statements of n-1, if these are not available applicant is to submit management accounts. *(not applicable to public entitites and public equivalents)* | Yes [ ]  | No [ ]  | N/A [ ]  |
| Current Memorandum of Association / Partnership Deed / Statute (Not applicable to Natural i.e. individual persons, public entities and public equivalents) | Yes [ ]  | No [ ]  | N/A [ ]  |
|  |  |  |  |

### Supporting documentation required related to proposed Project

|  |  |  |  |
| --- | --- | --- | --- |
| In the Case of private entities evidence that the entity is licensed with the MFHEA (as a training provider) and has at least one accredited course directly/indirectly related to the agriculture, food or forestry sector | Yes [ ]  | No [ ]  | N/A [ ]  |
| Course content and structure for each Course applied for (including clear, concise course description and teaching methods) | Yes [ ]  | No [ ]  | N/A [ ]  |
| Evidence of course accreditation in case course exceeds 25 hours.  | Yes [ ]  | No [ ]  | N/A [ ]  |
| Curriculum Vitae (CV) and qualification certificates of the Trainers involved in the delivery of the training programme. | Yes [ ]  | No [ ]  | N/A [ ]  |

## Declarations

*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. These obligations shall be considered binding upon signing of the Grant Agreement if the application is approved for co-financing.*

***Declarations:*** Please read each declaration carefully and tick each box by clicking on it to appear as ☒. The declarations will become legally binding once the project is approved and the applicant has signed the Grant Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | YES | NO |
| 1 | I declare that the entries in this Declaration form, the details in the whole Application Form which is being submitted and any other annexes enclosed are, to the best of my knowledge and belief, correct. | [ ]  | [ ]  |
| 2 | I confirm that access will be allowed to the sites which fall within the scope of this project, to any authorized person for the purpose of carrying out an inspection in order to verify the accuracy of the information in this application and subsequent submissions.  | [ ]  | [ ]  |
| 3 | I will follow the set procedures by the Managing Authority with regards to any proposed changes to the project.  | [ ]  | [ ]  |
| 4 | I 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. | [ ]  | [ ]  |
| 5 | I declare:- to be fully compliant with the eligibility criteria set out in the call;- to have the financial and operational capacity to carry out the proposed project. | [ ]  | [ ]  |
| 6 | I confirm that I am 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 guidelines to which this project relates. I 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 MA and ARPA and as described in and any manuals and guidance provided by the MA/ARPA/other stakeholders, as applicable. | [ ]  | [ ]  |
| 7 | I declare that this project is not being supported through other EU and/or National Funding nor have I presented, for the same project, other applications for public aid. I will abide by the principle of good governance and with the spirit of the Public Procurement Regulation on matters related to procurement as applicable.  | [ ]  | [ ]  |
| 8 | I 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) | [ ]  | [ ]  |
| 9 | I declare that I will follow any applicable planning and environmental regulations as may be applicable to the proposed project.  | [ ]  | [ ]  |
| 10 | I also declare that by submitting this application, I am hereby giving my consent for the publication of information related to the organisation and the project (including budget) as required by the applicable EU Regulations. | [ ]  | [ ]  |
| 11 | I declare to abide to the durability period obligations in line with the guidance notes.  | [ ]  | [ ]  |
| 12 | If the project is approved, I agree to limit the number of change requests as stated in the Grant Agreement. | [ ]  | [ ]  |
| 13 | I agree to allow the Managing Authority to access all data necessary for the latter to be able to carry out its duties in line with applicable Regulations. Personal data transmitted to the Managing Authority and any other stakeholders within the scope of implementation of projects being co-financed by Cohesion Policy is processed, in accordance with the General Data Protection Regulation (EU) 2016/679 and any subsequent amendments. | [ ]  | [ ]  |
| 14 | I confirm that should the applicant benefit from a grant under this Measure, the applicant as beneficiary, must complete the project in accordance with the terms and conditions stipulated in the Grant Agreement. Should the beneficiary fail to do so, the beneficiary will not receive the grant and, if the beneficiary would have already received any payments from the grant, the beneficiary would have to reimburse the funds received and interest charges may be applied. | [ ]  | [ ]  |
| 15 | I declare that the investment is not a simple replacement. | [ ]  | [ ]  |
| 16 | I confirm that information will be provided on the results achieved following implementation of the project and the applicant undertakes to provide this information may be requested, during the durability period of the project.  | [ ]  | [ ]  |
| 17 | I am fully aware that I must maintain the project as a going concern during the durability period of the project and I will be subject to ex-post on-the-spot checks. I understand that failure to do this will result in penalties or recoveries being applied. | [ ]  | [ ]  |
| 18 | I am fully aware that the ownership or the location of the project (or part of the project) must remain the same throughout the durability period, unless prior written approval of the Managing Authority is first sought; | [ ]  | [ ]  |
| 19 | I confirm that any further information will be provided as may be required by relevant stakeholders that may undertake audit checks and controls throughout the application and durability period. | [ ]  | [ ]  |
| 20 | I understand that I will not be eligible to apply for other grants or obtain additional funding for the same items if financed through this application. | [ ]  | [ ]  |
| 21 | I also understand that if the information included in the Application Form is found to be not factually correct, the application may be rejected, or the project withdrawn.  | [ ]  | [ ]  |
| 22 | I understand that email communication on the email address provided to the Managing Authority in this application form maybe used for official communication/notification. | [ ]  | [ ]  |

1. The mobile number is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-2)
2. The email address is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-3)
3. A project leader is the applicant him/herself (in case of natural persons) or a person from the applicant’s organisation who is financially and administratively responsible for the success and completion of the project. [↑](#footnote-ref-4)
4. The mobile number is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-5)
5. The email address is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-6)
6. Please refer to course description that is to be submitted as part of the documentation along with the application. The MA may require additional details on the proposed courses. [↑](#footnote-ref-7)
7. Note that in case where applicable documentation is still missing at the time of the application, the MA will request the applicant to rectify their situation within a stipulated timeframe. [↑](#footnote-ref-8)
8. N is the calendar year when the Application is submitted [↑](#footnote-ref-9)