**Project Proposal**

**Common Agricultural Policy Strategic Plan 2023 - 2027  
Regulation (EU) 2021/2115**

**Call reference number: CAPSP/2024/73.1**

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| Call | Call 1 |
| Programme | Common Agricultural Policy Strategic Plan 2023-2027 |
| Sub - Measure | 73.1 – On-Farm Non-Productive Investments (Afforestation) |
| Reference Number *(For office use only)* |  |

**DEADLINE: 28 March 2024 (12:00HRS CET)**

|  |
| --- |
| **⚠ IMPORTANT NOTICE**  The Form consists of two parts:  • Administrative information  • Technical description of the project  All data and documents will be treated as confidential, however, 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.  All submitted project proposals will be acknowledged. |

**Table of Contents**

[**Administrative Part** 4](#_Toc188884179)

[Project Details 4](#_Toc188884180)

[Lead Applicant 4](#_Toc188884181)

[Applicant’s information 4](#_Toc188884182)

[Details Applicant 4](#_Toc188884183)

[Details of Project Leader 4](#_Toc188884184)

[Details of Partnership (if applicable) 5](#_Toc188884185)

[VAT Status 5](#_Toc188884186)

[Details of the contact person for the application / project implementation. 5](#_Toc188884187)

[Budget 7](#_Toc188884188)

[**Technical Description** 8](#_Toc188884189)

[Planning and Environmental Permits 8](#_Toc188884190)

[Risks 8](#_Toc188884191)

[Supporting Documentation 9](#_Toc188884192)

[Supporting documentation required with regards to the applicant. 9](#_Toc188884193)

[Supporting documentation required related to proposed investment 11](#_Toc188884194)

[Declarations 12](#_Toc188884195)

[**Annex I – Estimate of Works (Template)** 15](#_Toc188884196)

# **Administrative Part**

## 

## Project Details

|  |  |
| --- | --- |
| **Project Title** | *[Max 15 words] Name of the Project* |
| **Project Duration in Months[[1]](#footnote-2)** | *Enter the number of months required to complete the project.* |

## Lead Applicant

*Tick only one option where applicable:*

|  |  |
| --- | --- |
| The Applicant | |
|  | Natural Person (part-time farmer) |
|  | Natural Person (full-time farmer) |
|  | Partnership |

### Applicant’s information

### 

### Details Applicant

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Address** – Street, Locality, Postcode | ​​ Clip or tap here to enter text. |
| **Mobile Number[[2]](#footnote-3)** | Clip or tap here to enter text. |
| **E-mail Address[[3]](#footnote-4)** | Clip or tap here to enter text. |
| **Website (if applicable)** | Clip or tap here to enter text. |

### Details of Project Leader[[4]](#footnote-5)

|  |  |
| --- | --- |
| **Title** | ​​ Clip or tap here to enter text. |
| **Name & Surname** | Clip or tap here to enter text. |
| **Mobile Number[[5]](#footnote-6)** | Clip or tap here to enter text. |
| **E-mail Address[[6]](#footnote-7)** | Clip or tap here to enter text. |
| **Position within entity (if applicable)** | Clip or tap here to enter text. |

### Details of Partnership (if applicable)

*In case of partnership, kindly tick as necessary:*

|  |  |
| --- | --- |
| **Partnership Set-Up Note: applicant partnerships must be f**ormally registered as such with the Agricultural (i.e. partnership profile on Farmer Registry) and Fiscal authorities. | A partnership *en nom collectif* (unlimited liability partnership) governed by Malta’s Companies Act  A partnership *en commandite* (or limited partnership) governed by Malta’s Companies Act  A civil partnership – regulated by the Malta’s Civil Code.  Other (please explain): Click or tap here to enter text. |

## 

## VAT Status

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

|  |  |
| --- | --- |
| **VAT Number (if applicable)** | *Insert the VAT number* |
| **Can the applicant recover VAT on expenditure incurred?** | YES NO |

## 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. | |

## Budget

**DOUBLE-CLICK ON THE TABLE TO INPUT DETAILS. TOTAL AMOUNTS ARE CALCULATED AUTOMATICALLY.** In the table below please provide a complete list of items of the proposed project to be co-financed by this Intervention. All costs to be provided in Euros and NET of VAT. Only items listed in this section will be considered for application assessment and grant award procedure. Projects co-funded through this Intervention will be assisted with 80% contribution from the European Agricultural Fund for Rural development and Government of Malta funds. Applicants are to refer to the National Eligibility rules for computation of amounts.

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

Note on Indirect Costs - In line with the eligibility rules, projects are entitled to a 7% flat-rate covering overhead expenses. This will be added to calculated on the eligible direct cost of the project.

Awareness Campaign – An awareness campaign may be considered eligible for funding when it is identified as a main implementation step for reaching a specific objective and contributing to the project’s output and results. Obligatory measures related to publicity shall be covered under Indirect Costs.

# **Technical Description**

## 

### Planning and Environmental Permits

|  |  |
| --- | --- |
| Do any of the activities envisaged within the operation require a planning or an environmental permit? | Yes  No |
| Has PA permit application been submitted? | Yes  No |
| If Yes, please provide PA Case Number or Tracking Ref. Number: | PA/XXXXX/XX TRK/XXXXX/XX |

### 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.*

* *Financial Risks*
* *Implementation Risks*
* *Capacity Risks*
* *Legal Risks*
* *Logistical Risks*
* *Procurement 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 the 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 projects.

|  |
| --- |
| What are the critical risks, uncertainties, or difficulties relation to the implementation of your project, and your measures/strategy for addressing them? |
| *Max 150 words*  *List risk type, description & mitigation measures* |
|  |

## 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.

|  |  |  |  |
| --- | --- | --- | --- |
| A soft copy of **all** documents are to be sent via email on: rdsubmissions.opm-ees@gov.mt  **Supported documents** are to be individually presented and adequately titled for ease of reference. | Yes | No |  |
| Tax Compliance [[8]](#footnote-9)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. | Yes | No | N/A |
| Last year Income Tax Returns OR FS3  *(Applicable in case of full-time farmers, part-time farmers and land managers)* | Yes | No | N/A |
| Last year profit and loss statements  *(Applicable for applicants that carry out an economic activity relatd to agriculture)* | Yes | No | N/A |
| A declaration by the individual’s accountant / lawyer, dated not earlier than **3 months** from the submission of the application, attesting that liquid funds are available to match the private financing; | Yes | No | N/A |
| If private part is to be financed by a loan, a bank letter of intent is to be requested at application stage which includes a set amount. In the case the project is approved, the applicant is obliged to submit a bank sanction letter within **3 months** of signing the grant agreement. | Yes | No | N/A |
| Current Partnership Deed  (Not applicable to Natural i.e. individual persons)  Applicants must provide a deed of partnership, or any other deed signed in front of a notary establishing: (0 Their intention to apply as a group, and adhere to the conditions of the Grant Agreement as a group; (ii) That they shall be jointly and severally responsible throughout the duration of the Grant Agreement - any breach of the conditions of the agreement shall result in the termination of the group of farmers altogether; | Yes | No | N/A |
| All Applicable Sections of the Application have been filled in. | Yes | No | N/A |

### Supporting documentation required related to proposed investment

|  |  |  |  |
| --- | --- | --- | --- |
| A Management Plan that includes the following: | Yes | No |  |
| General Information :     1. Location of the site with coordinates 2. Site Plan endorsed by an architect as to current status of site including; [[9]](#footnote-10) 3. Total Area in SQM 4. Percentage of tree cover 5. Trees marked on Site Plan with a clear legend | Yes | No |  |
| Forest Description :   1. Site Plan endorsed by an architect as how site is envisaged to be after project implementation including; 2. Total Area in SQM 3. Percentage of tree cover 4. Trees marked on Site Plan with a clear legend[[10]](#footnote-11) 5. In case of removal of invasive alien tree species, a list of trees accompanied by a Site Plan endorsed by an architect indicating location of the trees. A clear legend is to be available for the Site Plan. This should be supported by photographic evidence. | Yes | No |  |
| Management Objectives    1. Objectives for the woodland/forest creation **(Approximately 100 words)** | Yes | No |  |
| Estimate of Works , dated not earlier than 6 months from the application submission, signed by architect. At application stage, no quotations are required for works covered by a EOW. EOWs are to refer to every investment/intervention listed on the architect drawings[[11]](#footnote-12)  Items of expenditure which are not covered by a quotation or included in the EOW will not be considered for funding. | Yes | No |  |
| A declaration by the architect stating that as at date of EOW, no works presented have commenced | Yes | No |  |
| Quotations[[12]](#footnote-13) dated not earlier than 6 months from the application submission for required investments that do not fall under an EOW, such as Publicity/dissemination costs. | Yes | No | N/A |
| In case where a planning permit is not required, a declaration by a warranted architect confirming that a planning permit or DNO is not required is to be presented. | 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.*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 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. |  |  |

# **Annex I – Estimate of Works (Template)**

Construction projects consist of a number of major components or chapters, such as earthworks, concrete, masonry, roofing, etc that may cover new construction projects, restoration or upgrading among others. In order to aid the Project Selection Committee assess the grant requested and arrive at a sound decision, applicants are required to present a filled-in Estimate of Works by an Architect of their choice. This template is NOT a Bills of Quantity. It is meant as a general estimate of the overall costs for construction projects to arrive at an estimated budget. Full and detailed Bills of Quantity should be presented at payment stage only.

|  |  |  |
| --- | --- | --- |
| **Category of Cost** | **Estimate in Euro exc. VAT** | **Estimate in Euro inc. VAT** |
| Planting of Trees |  |  |
| Removal of invasive Alien tree species |  |  |
| Others… *[architect to specify]* |  |  |
| **Sub-Total** |  |  |
| Contingency up to 15% |  |  |
| **TOTAL** |  |  |

The category *Contingency up to 15%*, refers to additional funds set aside to account for unforeseen circumstances or events that may arise during the project’s execution. Although the Project Selection Committee may approve this category of cost up to 15% of the remaining budget, approved Beneficiaries will need to substantiate every expenditure when presenting payment claims for processing at payment reimbursement stage.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Surname Signature of Professional

(Block Capitals)

1. The maximum project duration is 24 months and thus applicants are advised to be realistic in their project plan. The project duration in months will be calculated from the date of the signing of the grant agreement. NOTE: the MA may issue an award with a condition of revised implementation period shorter than the requested period by the applicant. [↑](#footnote-ref-2)
2. The mobile number is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-3)
3. The email address is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-4)
4. 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-5)
5. The mobile number is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-6)
6. The email address is obligatory prior to issuing a grant agreement. [↑](#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. This can be retrieved from: https://cfr.gov.mt/en/eServices/Pages/IRD-Services-Online-Individual-Taxpayers.aspx [↑](#footnote-ref-9)
9. The most recent orthophoto from the Planning Authority (PA) or similar imagery should be used. [↑](#footnote-ref-10)
10. Trees planted must be according to the measure guidelines. At payment stage the list of submitted trees will be checked with the measure guidelines to ensure eligibility [↑](#footnote-ref-11)
11. Please refer to Guidance Document on the Manual of Procedures section of [www.fondi.eu](http://www.fondi.eu) [↑](#footnote-ref-12)
12. If application is successful, the applicant (beneficiary) will be requested to obtain 3 comparable and independent (suppliers) quotations prior to procurement in line with ARPA *‘Guidelines on the Submission of Payment Claims related to Investment Measures’* [↑](#footnote-ref-13)