



GOVERNMENT
OF MALTA



ESF+ Programme ESIF Policy 2021-2027

*Fostering the socioeconomic wellbeing of society
through the creation of opportunities for all and
investment in human resources and skills*

Call for Project Proposals

Information Session: Project Proposal & Application form

12th May 2025



Co-funded by
the European Union

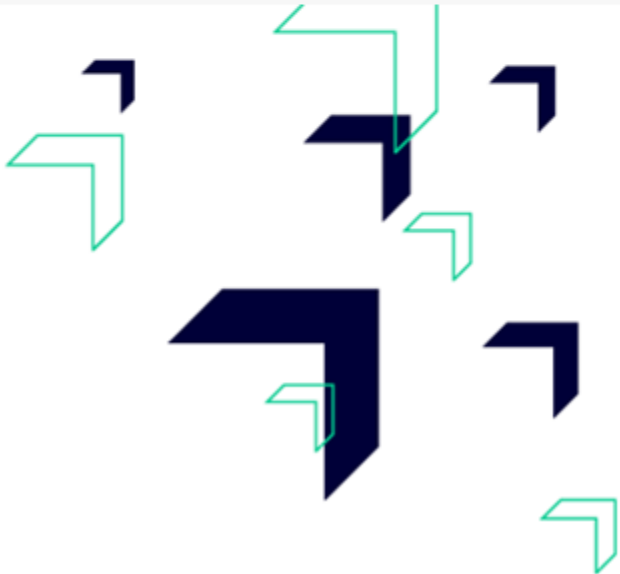


**GOVERNMENT
OF MALTA**



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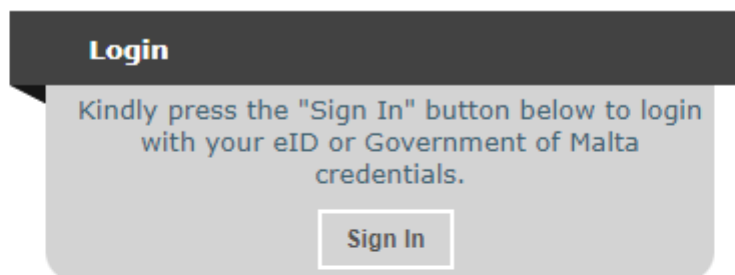
SFD Submission Screen



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Submission of Application

- 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

- 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.



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 9 - ESO4.11 - Equal access to quality social and healthcare services	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	01/09/2024 08:00:00	25/11/2024 12:00:00	New Application
Call 10 - ESO4.9 - Integration of third country nationals	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	01/09/2024 08:00:00	25/11/2024 12:00:00	New Application
Call 11 - ESO4.3 - Gender balanced labour market participation	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	01/09/2024 08:00:00	25/11/2024 12:00:00	New Application

Submission of Application

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



The screenshot shows the 'STRUCTURAL FUNDS APPLICATION FORM' interface. At the top is a header banner with the European Union flag and the text 'STRUCTURAL FUNDS APPLICATION FORM'. Below the banner is a dark blue navigation bar with a home icon and a user profile icon. The main content area has a blue header 'Select a Priority Axis' and a list of priority axes. The first axis, '01 - Enhancing Employability and Labour Market Resilience', is selected with a radio button. Below the list are two input fields: 'Project Title' and 'Project Summary'. A 'Create' button is located in the bottom right corner of the form area.

STRUCTURAL FUNDS APPLICATION FORM

Select a Priority Axis

☒ 01 - Enhancing Employability and Labour Market Resilience

Project Title

Project Summary

Create

Submission of Application

- Fill in the '**Start Date**' and the '**End Date**' of the project.
- Start date should not be before 1st January 2021.
- End date should not be after 31st December 2029.
- Fill in the '**Grant Requested**' and click 'Save'.

1 - Project Details

2 - Project
Intervention Logic

3 - Checklist of
Attachments

1.1 - Executive Summary

Executive Summary – Executive Summary

Call	Call 2.3		
Priority	01 Enhancing Employability and Labour Market Resilience		
Project Title	Project Title		
Project Summary	<div>Project Summary</div>		
Start Date	<input type="text"/>	End Date	<input type="text"/>
Grant Requested	<div>Amount of Public Funding needed for the Project <input type="text" value="0.00"/></div>		

Save

Print

Validate

Submit

Delete

Submission of Application

- Go on Point 2 (Left Side of the page)
- Tick the 'Specific Objectives', 'Actions' and 'Expected Results'.

1 - Project Details

2 - Project
Intervention Logic

3 - Checklist of
Attachments

2.1 - Project overview

Specific Objectives

	Specific Objectives
<input checked="" type="checkbox"/>	Access to employment and activation measures for all

Actions

	Actions
<input type="checkbox"/>	Training for Employment Initiative
<input type="checkbox"/>	Work Programme Initiative
<input type="checkbox"/>	Youth Guarantee

Expected Results

	Expected Results
<input type="checkbox"/>	Increasing employment rates, including for older workers, women, and youth
<input type="checkbox"/>	Increasing the number of individuals with skills related to the digital and green transformation of the labour market

Save

Print

Validate

Submit

Submission of Application

- Fill in the 'Output Indicators' and 'Result Indicators' and click 'Save'.

Output Indicators

Output Indicators	Completion of Operation		
	Malta	Gozo	Total
ESO4.1 - EECO01 - Total number of participants	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - EECO02 - Unemployed, incl. long-term unemployed	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - EECO04 - Inactive	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - PSO01 - Total number of participants below 30 years of age	<input type="text"/>	<input type="text"/>	<input type="text"/>

Result Indicators

Result Indicators	Malta	Gozo	Total
ESO4.1 - EECR01 - Participants engaged in job searching upon leaving	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - EECR03 - Participants gaining a qualification upon leaving	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - EECR05 - Participants in employment six months after leaving	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - PSR01 - Participants gaining a certification upon leaving	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submission of Application

- Fill in the 'Organisation Details' and click 'Save'.

Organisation Details

Name of organisation	<input type="text"/>
Head of organisation	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Vat Number (if any)	<input type="text"/>
Type of Organisation	<input type="text" value="Select an Option"/>
Legal Status	<input type="text" value="Select an Option"/>
Entity Classification	<input type="text" value="Select an Option"/>
Project Leader	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>
Contact Person	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>

Please upload the Legal Act constituting the Entity (e.g the Deed of Foundation) under the section checklist of attachments as applicable

Save

Print

Validate

Submit

Delete

Submission of Application

- Go on Point 3 (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 document which is relevant to the application and then click 'Save'.

1 - Project Details

2 - Project
Intervention Logic

3 - Checklist of
Attachments

3.1 - 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

Save

Print

Validate

Submit

Delete

Submission of Application

- 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.
- Make sure that once submitted, the application is confirmed (Marked 'Yes').

Your draft / finalised application forms are listed hereunder.

Call	Programme	Project	Reference	Confirmed	
Call 2.3 - ESO4.1- Access to employment and activation measure for all	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	Project Title		NO	View



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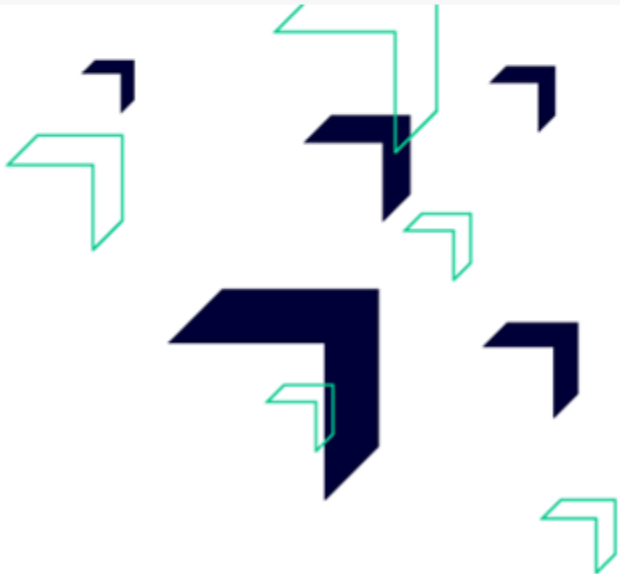


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First stage Proposal & Application Form

Part A – Administrative

Part B – Technical



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Part A - Administrative Part

1. Project Details

Project Title	Name of the Project
Start Date ¹	Enter date by when the project is estimated to start.
End Date ²	Enter date by when the project is estimated to be concluded.
Total Project Cost ³	EUR (the total project value is to be inserted).
Summary	<p>Provide a summary on the project.</p> <p>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.</p>

Points to note

- **Start date** should not be before 01/01/2021.
- **End date** should not be after 31/12/2029.
- The funding granted will be **60% of the total project cost**. The total project cost cannot exceed **€200,000**. Total project cost inclusive of VAT.
- Status of operation is either **ongoing** or **not yet started**.

Part A - Administrative Part

2. Lead Applicant

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

Name	
Head of Organisation	
Legal Status	<input type="text" value="Choose from list"/>
Registration / VO Number	<input type="text" value="Choose an item."/> <input type="text" value="Non-Governmental Organisation"/>
Legal Address	<input type="text" value="Voluntary Organisation"/>
Contact Number	<input type="text" value="Social Partner"/>
Contact E-mail	
Website	

3. Contact Details

In the fields below, the Applicant is to include information on the Contact Person of the proposed project.

Contact Person	
Position within the Organisation	
Office Address	
Contact Number	
E-mail address	

Points to note

- Eligible applicants should be either an **NGO**, a **VO** or a **Social Partner**.
- Applicant organisation must have **remit** to implement the project within its mandate.
- Targeted territories are **Malta** and **Gozo**.

Part A - Administrative Part

Points to note

4. VAT Status

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

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

- Information on VAT is requested for VAT eligibility purposes.

- Contact Persons:

Ms Joanna Hefny

(joanne.hefny@gov.mt) and

Ms Caroline Arapa

(caroline.arapa@gov.mt)

Part A - Administrative Part

5. Experience in EU-funded and / or similar⁴ 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 ☐

⁴ Similar projects refer to those which funding may include: nationally funded projects, EEA/ Norway, and Swiss.

If yes, Applicant is 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 (€)

Points to note

- Adequate **overall expertise** within the Applicant organisation and project partners in terms of **capacity** of organisation and **years** established.
- **Past experience** in EU/similar projects.

10 marks

Part A - Administrative Part

6. 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".

Legal Name of the Partner Organisation		
Legal status		
Contact person		
Transnational / Local Partner	Transnational <input type="checkbox"/> Local <input type="checkbox"/>	
Legal Address		
Phone number		
E-mail address		
Role of the partner organisation in the Project		
Will the partner organisation receive funding from the project? ⁴	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will the partner contribute towards the co-financing of the project?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Points to note

- Partners in the project are eligible for reimbursement of **staff costs** only.
- The **added value** of the involved partner/s in achieving the expected results.
- Evidence of the **mutual benefit** of the proposed partnership.

5 marks

Part A - Administrative Part

Points to note

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.

- 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 of the Applicant's choice are **encouraged** and any **correspondence** between the Applicant and SAMB should be **annexed to the application form**.
- **All Applicants** of ESF+ 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**.

Part B – Technical Description

ESO4.8 – Specific Objective

7. Project Description

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

ESO: 4.8. Active inclusion and employability

☐ Yes

☐ No

ESO4.11 – Specific Objective

7. Project Description

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

ESO: 4.11. Equal access to quality social and healthcare services

☐ Yes

☐ No

Points to note

- The project proposal should **address** the Specific Objective.
- The selection is **mandatory** and is one of the **Eligibility Criteria**.
- **Indicators** should be **linked** to this Specific Objective.

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 identify the **needs**. In this assessment the Applicant should provide details of the problem identified. This section should also entail the collection of data from varied reliable sources as applicable including both **quantitative** and **qualitative** analysis from official statistical sources and/or administrative registers.
- The assessment must demonstrate **how the project and its activities** as applicable are **contributing** and are **in line with the type of interventions selected**. The aim is to substantiate the need for the Project proposals aimed at **solving such problem**.
- Consequently, the Applicant is to provide further justifications on the **project coherence** with National, sectoral and EU policies.

10 marks

Part B – Technical Description

ESO4.8 – Possible Interventions

7.2 - Which need is the project addressing in relation to the list of possible interventions as set out in the programme⁵?

- ☐ Active Ageing Projects
- ☐ After-Care Services
- ☐ Functional Family Therapy (FFT)
- ☐ Investing in youth rehabilitation
- ☐ Projects supporting persons with disabilities/vulnerable groups
- ☐ Support services and life skills for social housing beneficiaries
- ☐ Supporting the active role of voluntary organisations

ESO4.11 – Possible Interventions

7.2 - Which need is the project addressing in relation to the list of possible interventions as set out in the programme⁵?

- ☐ Training for Health Professionals, including in long-term care and disability
- ☐ Specialised training in Child Protection Services
- ☐ Child Guarantee Initiatives
- ☐ Addressing children's developmental/medical needs holistically
- ☐ Support for Social Partners and other NGOs
- ☐ Complementarities/synergies with other priorities under this programme and other initiatives

Points to note

Through the above interventions, the Applicant should subsequently identify the **expected result/s** as well as the relevant **output and result indicators** which will be achieved through the project.

Part B – Technical Description

ESO4.8 – Expected Results

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

- ☐ Increase social integration for disadvantaged groups
- ☐ Reduce child poverty
- ☐ Strengthen the employability of persons at risk of poverty and persons with a disability

ESO4.11 – Expected Results

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

- ☐ Improved health and care services, including long-term care, social protection services and reduced health inequalities.

Points to note

- Evidence of how the project will **contribute to the achievement** of the **Expected Results** as identified in the relevant Priority in the Programme
- If **partners** are involved, evidence of how they will **contribute to the Expected Results**
- **Innovative solutions** proposed in this project to achieve the Expected Results

10 marks

Part B – Technical Description

ESO4.8 – Target Groups

▪ Target Groups (select the specific target groups of the project)
<input type="checkbox"/> Persons with disability
<input type="checkbox"/> Vulnerable young people
<input type="checkbox"/> Persons with mental health problems
<input type="checkbox"/> Vulnerable women
<input type="checkbox"/> Vulnerable older persons
<input type="checkbox"/> Low-skilled adults
<input type="checkbox"/> Unemployed
<input type="checkbox"/> Working poor
<input type="checkbox"/> Voluntary organisations
Other Targets (if applicable)

ESO4.11 – Target Groups

▪ Target Groups (select the specific target groups of the project)
<input type="checkbox"/> Health and care patients and workforce
<input type="checkbox"/> Social protection users and workforce
<input type="checkbox"/> Persons with special needs and other disadvantaged persons
<input type="checkbox"/> Children with development challenges
Other Targets (if applicable)

Other points to note

- 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
- 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**.

Project Plan

- The Applicant is expected to group the key components of the project in work packages.
- For each work package, the Applicant needs to provide:
 - a **brief description** of the project's Work Packages and Activities
 - the **timeframe** for the implementation
 - the state of **readiness**
 - the **cost** of activity
 - the **procurement** procedure
- Work Package 1 includes the costs attributed to **salaries of project team, administrative costs** and **publicity**. This will be calculated by the MA.

Work Packages – Project Proposal

Work package number and title	Description of Work package	Start Date	End Date	Activity number and Title of activity	Description of Activity	State of readiness	Cost of Activity (NET)	VAT	How is this activity planned to be/is being procured? ⁶	Any Partner/s directly involved?
		<i>Should not be before the start date of the project</i>	<i>Should not be after the end date of the project</i>	<i>Multiple activities can be included in 1 work package</i>				<i>This should include VAT, where applicable (Not applicable in the case of salaries)</i>		
Work Package 1: Project Management	This is the flat rate covering indirect costs.		This includes salaries of project team and other administrative costs including project obligatory publicity. This Work Package will be calculated by the MA							
Example: WP 2 – Name of WP (e.g. Local Training)	XXX	XXX	XXX	Activity 2.1 Training to students	XXX	Evaluation	€50,000		Tender - Open Procedure	No
				Activity 2.2 Training to Teachers	XXX	Launched	€10,000		Salaries	Yes, Partner 1
Example	XXX	XXX	XXX	Activity 3.1 Flights	XXX	Design	€4,000		Travel - Erasmus Flight Cost	No

⁶ The travel costs should be calculated on the basis of the Erasmus calculator (https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/calculate-unit-costs-eligible-travel-costs_en) for the calculation of costs for flights and in line with the MFIN circular No 3/2024 (<https://finance.gov.mt/resources/per-diem-rates/>) in line for the calculation of subsistence.

Work Packages – Application Form

10.1 Work Packages

Work Package 1: Project Management and Coordination

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

Work Package Number -						
Work Package title				[insert name]		
Duration				[to be calculated in months]		
<u>Role of the Project Team</u> <p>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.</p> <p><u>Role of consultants, seconded staff and subcontracting</u></p> <p>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.</p>						
Role of the Project Team						
Provide an overview of who be directly responsible to ensure the effective and efficient implementation of the project. (Max. 500 words)						
Role of consultants, seconded staff and subcontracting						
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)						
List of Specific Activities (Costings N/A for ESF+)						
Activity Nr	Activity Name	Activity Description	Net	VAT	Non-eligible	Total
Activity 1.1						
Activity 1.2						

Part B – Technical Description

11. Horizontal Priorities

11.1 - 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?

Gender Equality	The Applicant should explain how equality amongst genders, integration of the gender perspective and gender mainstreaming are taken into account and promoted throughout the design, implementation, monitoring, reporting and evaluation stages.
Equal Opportunities	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.
Non-discrimination including accessibility for persons with disability	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.

11.2 - Sustainable Development

What measures will be 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.

Economic Growth	The Applicant should outline their project contribution to economic growth through the potential contribution towards the local economy/industry.
Social Cohesion	The Applicant should outline the project contribution towards social cohesion through potential skill development <u>as a result of</u> the project and generation of employment.
Environmental sustainability	The Applicant should undertake, an assessment based on the extent of which the proposed project incorporates mitigation measures in line with the DNSH principles. To this end, applicants should also explain when and as applicable, how projects are addressing climate change mitigation and adaptation; the sustainable use and protection of water and marine resources; pollution prevention and control; protection of restoration of Biodiversity & Ecosystems; and the Circular Economy.

Points to note

- Effective measures **over and above** the minimum legal requirements.
- **Examples:** Fundamental Rights and Equality Principles & Sustainable Development
 - Gender disaggregated data analysis – *to identify gender disparities.*
 - Prevent discrimination based on disability, age, race.
 - Green initiatives in favour of the environment.

20 marks

Part B – Technical Description

ESO4.8 – Indicators Table

9. 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.

9.1 - Output and Result Indicators Table

OUTPUT INDICATORS	Measurement Unit	Target as at end of operation	
EECO01 – Total number of participants	Persons		
EECO12 - Participants with disabilities	Persons		
PSO03 - Number of non-governmental organisations supported	Number		
RESULTS INDICATORS	Measurement Unit	Minimum Target as at end of operation in line with ESF+ Programme	Project target as at end of operation
EECR01 - Participants engaged in job searching upon leaving	Percentage	35%	
EECR03 - Participants gaining a qualification upon leaving	Percentage	82%	
EECR05 - Participants in employment six months after leaving	Percentage	30%	
PSR01 - Participants gaining a certification upon leaving	Percentage	50%	
PSR02 - Vulnerable persons with improved well-being upon leaving	Percentage	35%	
PSR03 - Improved/Introduced new systems/services	Number	3 (at programme level)	

ESO4.11 – Indicators Table

9. 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.

9.1 - Output and Result Indicators Table

OUTPUT INDICATORS	Measurement Unit	Target as at end of operation	
EECO01 – Total number of participants	Persons		
PSO03 - Number of non-governmental organisations supported	Number		
RESULTS INDICATORS	Measurement Unit	Minimum Target as at end of operation in line with ESF+ Programme	Project target as at end of operation
EECR03 - Participants gaining a qualification upon leaving	Percentage	65%	
PSR01 - Participants gaining a certification upon leaving	Percentage	80%	
PSR03 - Improved/Introduced new systems/services	Number	4 (at programme level)	

- **Selection of at least one output indicator and one result indicator is mandatory.**

Part B – Technical Description

9.2 - 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 below and are clearly linked to the different methodology descriptions provided for each indicator. For better clarity, kindly start by listing the output indicator/s, followed by the result indicator/s.

9.3 - 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 below and are clearly linked to the different verification sources provided for each indicator. For better clarity, kindly start by listing the output indicator/s, followed by the result indicator/s.

Points to note

- Adequate **description** of the selected indicators in the project proposal including an explanation of the method of quantification and verification of targets.
- The PSC will carry an assessment of whether there are any **unrealistic indicator targets** which are not achievable.
- The contribution of the proposed indicators towards achieving **Programme targets** as outlined in the call will also be assessed.

10 marks

Part B – Technical Description

14. Disbursement Schedule

To open in Excel, right click on the object, click on 'Worksheet object' and select 'Open'. Add years as necessary.

Year	2023	2023	2023	2023	2024	2024	2024	2024	2025	2025	2025	2025	2026	2026	2026	2026			
Quarter	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
Work Package 1																			
Activity 1.1	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€			
Activity 1.2	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€			
[1]																			
<i>The Applicant is to fill in the financial forecasts per Activity. The Applicant is to add/delete as necessary, and the year is to be amended in line with the project forecasts.</i>																			
												</							

Part B – Technical Description

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	Details of Activity within the specific Work Package
Design		
Drafted		
Launched		
Evaluation		
Appeals		
Contracted		
Being implemented		
Total no of procurement		

16. 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 **critical risks**, uncertainties or difficulties related to the implementation of your project, and your **measures/strategy** for addressing them?

Risk Type	Description	Mitigation Measures
Choose an item.		
Choose an item.		

- The **more advanced** the project is, the **more marks** will be awarded.
- The PSC will assess the **risk** associated with the timeline of the project as proposed by the Applicant.
- **Readiness** is also assessed on the basis of tenders, which shall be **evidenced** such as CBA/FFS/FS, recruitment procedures and other relevant documentation pertaining to training, scholarships amongst others.
- The Applicant should identify **mitigation measures** to be put in place to address the identified risks.

15 marks

Part B – Technical Description

18. 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.

18.1 - 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.

18.2 - 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'.

20. 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 contributing the MT funds.

How will the project be **co-financed**?

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 induce private investment. If in the affirmative, details are to be provided the approach undertaken in attracting private investment and how this is being incorporated within the project.

- The project proposal should clearly demonstrate the **added value** of the project and its **complementarity with other projects**.
- The proposal should present the **best relationship** between the **amount of support**, **activities** to be undertaken and the **achievements of objectives**.
- The project will be assessed on **the magnitude of post-operating costs against the cost of the project** as well as the financial stability.

10 marks

Part B – Technical Description

13. 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 Project Proposal/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	
Proof of co-financing (applicable to all forms of co-financing)	
A copy of the statute	
Other supplementary documentation (as applicable)	
Other supplementary documentation (as applicable)	

14. 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 proposal (including the below declarations) is to be signed, stamped, and dated by the assigned Contact Person and endorsed by the CEO/Head of Organisation and the Treasurer/Financial Controller.

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 ⁷ 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"/>

Other Eligibility Criteria

- **Proof of co-financing** (where applicable) is to be attached with the Project Proposal.
- The applicants shall ensure the submission of a **complete** project Proposal.
- **Declarations** should be all ticked including the declaration that the applicant is not in an exclusion situation.

Other points to note

- **Quality of application form**

- General presentation and **overall coherence** between different sections of the proposal.
- **Proposed budget** is in line with the **proposed activities**, demonstrating sound financial management and the absence of 'Double Funding'.
- **Adequate description** and **purpose** of each activity being proposed including a work plan/Gantt chart with regards to the **implementation** of these activities.
- Proposal identifies **communication strategies/actions** showing how the use of EU Funds will be effectively publicised and communicated with the relevant target groups of the proposed project and the general public.

10 marks

Recommendations

- Get familiar with the ESF+ Programme and all other **guidance documents** issued by the MA.
- 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.
- Clearly **describe** how the Applicant will meet **ESIF requirements**: thus, any statement of the obvious will not be accepted as a response to any part of this application form.
- Explain things **clearly**: assume the reader will not be familiar with your proposed activity or organisation.
- **Explain** any acronyms.
- Be **focused** and **realistic**: unrealistic targets may result in the application being rejected and/or penalisation at Project Selection Stage.

Submission of Application

Proposals are to be filled in a Word Document and are to be submitted on www.sfd.gov.mt/application

Access to Application form and Deadline for submission of applications:

ESO.4.8. Active inclusion and employability → **deadline 9th June 2025**

<https://fondi.eu/what-funding-is-available/active-inclusion-and-employability-2/>

ESO.4.11. Equal access to quality social and healthcare services → **deadline 9th June 2025**

<https://fondi.eu/what-funding-is-available/equal-access-to-quality-social-and-healthcare-services-3/>

Contact Details

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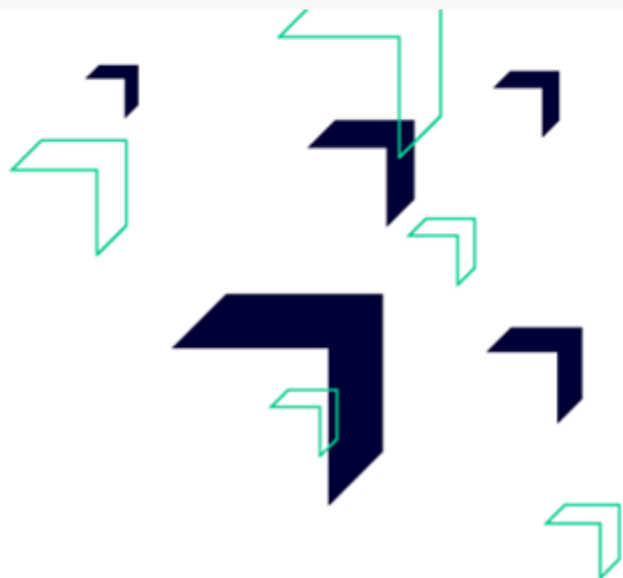
Email: sambnotif@gov.mt

Website: <https://stateaid.gov.mt/state-aid-documents/>

Contact Details

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Thank you !



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