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| **First Stage Project Proposal** |

**European Social Fund+ 2021-2027  
Regulation (EU) 2021/1057 (European Social Fund+ Regulation)**

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| --- | --- |
| Call | Call 12 |
| Programme | ESF+ Programme |
| Priority | Priority 2: Fostering Active Inclusion for All |
| Specific Objective | ESO: 4.8 Active inclusion and employability |
| Project Title | *Name of the Project* |
| Beneficiary | *Name of the Beneficiary* |

**DEADLINE: 09/06/2025**



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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.  Personal data will be handled in accordance with EU Regulation 2018/1725 to ensure compliance with the principles of transparency, proportionality, impartiality and legality.  All submitted project proposals will be acknowledged. |

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# **Part A - Administrative Part**

## 1. Project Details

|  |  |
| --- | --- |
| **Project Title** | *Name of the Project* |
| **Start Date**[[1]](#footnote-2) | *Enter date by when the project is estimated to start.* |
| **End Date**[[2]](#footnote-3) | *Enter date by when the project is estimated to be concluded.* |
| **Total Project Cost**[[3]](#footnote-4) | *EUR (the total project value is to be inserted).* |
| **Summary**  *Note: This will be presented in the published list of the Managing Authority on the MA’s website fondi.eu, as per Article 40 of Regulation (EU) 2021/1060* | *Provide a summary on the project.*  *The summary shall include a broad description of the project idea, that is, the basic rational for implementing the proposed project. A brief description of the aims, objectives, main activities and expected results.* |

## 2. Lead Applicant

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

|  |  |
| --- | --- |
| **Name** |  |
| **Head of Organisation** |  |
| **Legal Status** | Choose an item. |
| **Registration / VO Number** |  |
| **Legal Address** |  |
| **Contact Number** |  |
| **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** |  |

## 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 NO |
| **Can the organisation recover VAT on expenditure incurred?** | YES NO |

## 5. 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 projects indicated above?

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)** |
|  |  |  |  |  |

## 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 Local |
| **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]](#footnote-5)** | YES NO |
| **Will the partner contribute towards the co-financing of the project?** | YES NO |

# **Part B – Technical Description**

## 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 |
| 7.2 - Which need is the project addressing in relation to the list of possible interventions as set out in the programme[[5]](#footnote-6)? |
| ☐ 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 |
| 7.3 - How does this project as proposed in its entirety address the Specific Objective of the call? |
| *Applicants are advised to limit this section to c. 300 words.* |
| 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 |
| * **Target Groups** *(select the specific target groups of the project)* |
| ☐ Persons with disability  ☐ Vulnerable young people  ☐ Persons with mental health problems  ☐ Vulnerable women  ☐ Vulnerable older persons  ☐ Low-skilled adults  ☐ Unemployed  ☐ Working poor  ☐ Voluntary organisations |
| **Other Targets (if applicable)** |
|  |

## 8. Project Plan

*To compile this section, Applicants are requested to fill in the details in the tabulation 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 state of readiness and the cost of the activity.*

|  |
| --- |
| 8.1 – Work Packages |

*The Applicant is invited to provide supporting documentation as necessary to support the below data.*

*Insert rows as necessary*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package number and title** | **Description of Work package** | **Start Date**  ***Should not be before the start date of the project*** | **End Date**  ***Should not be after the end date of the project*** | **Activity number and Title of activity**  ***Multiple activities can be included in 1 work package*** | **Description of Activity** | **State of readiness** | **Cost of Activity**  **(NET)** | ***VAT***  ***This should include VAT, where applicable (Not applicable in the case of salaries)*** | **How is this activity planned to be/is being procured?[[6]](#footnote-7)** | **Any Partner/s directly involved?** |
| 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  WP 3 – Training Abroad | XXX | XXX | XXX | Activity 3.1 Flights | XXX | Design | €4,000 |  | Travel - Erasmus Flight Cost | No |
|  |  |  |  | Activity 3.2  Subsistence | XXX | Design | €7,000 |  | Subsistence - Per Diem | No |

## 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.*

|  |  |  |  |
| --- | --- | --- | --- |
| **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)** |  |
|  |  | |  |

### 9.1 - Output and Result Indicators Table

|  |
| --- |
| 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.** |
| *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)*  *Example:*  *EECO01 – Total number of participants – 100 persons (unique)*  *This quantification is based on the following:*  *A questionnaire was sent to all stakeholders (persons over the age of 18, registered as persons with a disability)*  *The baseline was determined on the basis of the replies received (120 replies) of which 110 replied that they would participate in the proposed training activities. A margin of error was factored in given that some may not be available to attend closer to the date.*  *In all, 2 training courses will take place complementing each other and all participants will be invited to attend both. Thus, this project will target 200 repeat participants, each individual attending both courses. Thus 100 unique participants will benefit from this project. Hence, the 100 persons targeted.*  *PSR01 - Participants gaining a certification upon leaving – 50%*  *Based on previous training courses held, it is being envisaged that at least 50% of the participants attending this training courses will finish successfully by attending the required amount of sessions and gain a certificate of attendance.* |

|  |
| --- |
| 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.** |
| *Example:*  *EECO01 – Total number of participants*  *The number of output indicators will be recorded through the Annex I, which will be collected during the first training session while the endorsed attendance sheets will verify and determine the number of successful participants.*  *PSR01 - Participants gaining a certification upon leaving*  *The number of participants gaining a certification will be confirmed and recorded by crosschecking the attendance sheets with the minimum attendance required. This will result in providing the successful participants with a certificate of attendance.* |

## 10. 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. Under this section, the project’s capacity to achieve financial sustainability should be demonstrated.*

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| 10.1 - 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 post project completion in order to sustain the activities of the project.* |
| *Applicants are advised to limit this section to c. 300 words.* |

## 11. Revenue Generation

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

|  |  |  |
| --- | --- | --- |
| **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) |  | |

## 12. Financial Capacity

*In this section, the Applicant is to indicate who will be contributing to the co-financing element of the project. Projects benefitting from EU Funds have a co-financing rate. For ESF+ proposals the rate is 60% EU Funds and 40% Private Share. Proof of co-financing should be provided as supporting documentation.*

|  |
| --- |
| How will the project be co-financed? *Tick all relevant* |
| Government funding  Own funds  Third party resources  Loan |
| Comments |

## 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. |  |
| We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. |  |
| We confirm that the status of operation is either ongoing[[7]](#footnote-8) or has not yet started as per Article 63 of Regulation (EU) 2021/1060, unless otherwise allowed by the specific regulation. |  |
| 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. |  |
| 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). |  |
| 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. |  |
| We declare to be fully compliant with the eligibility criteria set out in the Call. |  |
| We declare to have the financial and operational capacity to implement the proposed project. |  |
| 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. |  |
| We declare that this project and any of its components is not being supported through other Union and/or National 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. |  |
| 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). |  |
| 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. |  |
| 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. |  |
| 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 proposal is found to be not factually correct, the project application may be rejected. |  |
| 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) |  |
| 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. |  |
| 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. |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Signatures:**   |  |  |  | | --- | --- | --- | |  |  |  | | Contact Person  *(Name and Surname in block letters)* |  | Signature and Stamp | |  |  |  | |  |  |  | | CEO / Head of applicant organisation  *(Name and Surname in block letters)* |  | Signature and Stamp | |  |  |  | |  |  |  | | Treasurer / Financial controller – applicable to NGOs / VOs/Social Partners  *(Name and Surname in block letters)* |  | Signature and Stamp | |  |  |  | |  |  |  | |  |  |  | | Date |  |  | |

1. Expenditure incurred from 1st January 2021 is eligible for funding. [↑](#footnote-ref-2)
2. End date should not be after 31st December 2029. [↑](#footnote-ref-3)
3. 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. [↑](#footnote-ref-4)
4. If the partner organisation will be providing a service, such as training, this will be reimbursed as guided by the MA and therefore this should be marked as ‘yes’. [↑](#footnote-ref-5)
5. <https://fondi.eu/programme/european-social-fund-plus/> [↑](#footnote-ref-6)
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. [↑](#footnote-ref-7)
7. In line with Regulation (EU) 2021/1060, expenditure shall be eligible from ***1st January 2021 till 31st December 2029.*** [↑](#footnote-ref-8)