



**GOVERNMENT
OF MALTA**

MINISTRY FOR THE ECONOMY,
EUROPEAN FUNDS AND LANDS

PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS



**EU funds
for Malta**
2014-2020

Equipment and Machinery SME Grant Scheme Guidance Notes

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Contents

Definitions.....	5
1. Introduction.....	10
1.1 Management structure	10
1.2 Scope	10
1.3 Investment Priorities and Specific Objectives	10
1.4 Duration	10
1.5 Budget	10
1.6 Open (rolling) Call	10
1.7 Maximum Grant and Aid intensity	11
1.8 Implementation	11
1.9 Regulatory Framework	11
2. Description.....	13
2.1 Eligible Actions	13
2.2 Eligible Expenditure	13
2.3 Ineligible Expenditure	13
3. Eligibility.....	14
3.1 Eligible Undertakings	14
3.2 Exclusions	14
3.3 Additional Provisions	15
4. Applications.....	17
4.1 Application Process	17
4.2 Submission of Application	17
4.3 Documents to be submitted with the Application	17
4.4 Acknowledgement	19
5. Compliance with Community Policy.....	20
5.1 General Principles	20
5.2 Payments of costs under the approved Operation	20
5.3 State Aid Requirements	20
5.4 Equal Opportunities and non-discrimination	20
5.5 Sustainable Development	20
6. Assessment and Selection.....	21
6.1 Gateway Criteria	21
6.2 Selection Criteria	21

6.3	Unsuccessful Applications	24
6.4	Appeals	24
6.5	Acceptance Letter	24
6.6	Grant Agreement	24
7.	Implementation, Monitoring and Reporting	25
7.1	Implementation	25
7.1.1	Filing System	25
7.1.2	Inventory	25
7.1.3	Payments	25
7.1.4	Project Manager	25
7.1.5	Retention of Documentation	25
7.2	Monitoring	26
7.2.1	Monitoring by the Beneficiary	26
7.2.2	Physical on-the-spot checks by the IB	26
7.2.3	Monitoring and Evaluation Activities	26
7.3	Reporting	26
7.4	Reimbursement	26
7.5	Payment Process	28
7.6	Double Financing	28
8.	Audit and Control	29
8.1	Internal Control	29
8.2	Accounting Treatment	29
8.2.1	Enterprises with the obligation to prepare annual financial statements	29
8.2.2	Enterprises with no obligation to prepare annual financial statements	29
8.2.3	Audit Visits	29
8.2.4	Audit Follow-up	30
8.3	Irregularities	30
8.4	Financial Recovery and Correction	30
9.	Information and Publicity	31
9.1	Plaques	31
10.	Durability	32
11.	Data Protection	33
12.	Contact Details	34
	Annex I – Change in Project Manager Form	35

Annex II - Inventory Template 36

Annex III – Supplier Financial Identification Form..... 37

Annex IV – Beneficiary Financial Identification Form..... 38

Definitions

Aid Intensity means the gross aid amount expressed as a percentage of the eligible costs, before any deducted tax or other charge.

Date of granting of the aid means the date when the legal right to receive the aid is conferred to the Beneficiary, being the date of the signing of the Grant Agreement (GA).

Start of works means the earlier of either the start of construction works in relation to the investment, or the first legally binding commitment to order the equipment or any other commitment that makes the investment irreversible. Buying land and preparatory works such as obtaining permits and conducting feasibility studies are not considered start of works.

Operation means an initial investment project being proposed for part-financing through Call/s under this State aid scheme.

The **Start Date** is identified in the Grant Agreement signed between the IB and the Beneficiary. Start of works on actions in relation to the activities for which assistance is being requested may only be initiated after the date of the granting of the aid.

The **End date** is identified in the Grant Agreement and by such date the Beneficiary must ensure the following:

- The Investment has been procured, delivered and fully operational
- All expenditure incurred, invoiced and fully paid
- All relevant licences in place

Any expenditure incurred, invoiced or paid after the project end date will be considered as ineligible.

The **Authorised Representative** is the person identified in the application form who is entrusted to legally represent the Enterprise and is thereby authorised to enter into agreements and sign contracts for and on behalf of the Enterprise. In the case of Sole Traders/Self Employed persons, this should invariably be the beneficiary.

The **Project Manager** is identified in the application form and is the person responsible for the implementation of the project on a day-to-day basis.

Economic activity – means an activity consisting of any one or more of the following:

- any trade, business, profession or vocation and the provision of any personal services;
- the exploitation of tangible or intangible property for the purpose of obtaining income there from on a continuing basis.
- the provision by a club, association or organisation of the facilities or advantages available to its members for a subscription or other consideration.
- the admission of persons to any premises for a consideration.

Initial investment means:

- (a) an investment in tangible assets related to the setting-up of a new establishment, extension of the capacity of an existing establishment, diversification of the output of an establishment into products not previously produced in the establishment or a fundamental change in the overall production process of an existing establishment; or

(b) an acquisition of assets belonging to an establishment that has closed or would have closed had it not been purchased, and is bought by an investor unrelated to the seller and excludes sole acquisition of the shares of an undertaking.

External source means a source that is autonomous and unrelated to the Beneficiary Undertaking.

Unrelated to the Beneficiary - the fact that the buyer does not control the seller, is not sufficient for fulfilling this criterion. The parties have to be unrelated. For that, there should be no influence (decisive or not) on the composition, voting or decisions of the organs of an Undertaking.

Undertaking means a **Micro, Small and Medium-sized Enterprise (SME)** as defined in Annex I of Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application to Articles 107 and 108 of the Treaty, as amended.

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02014R0651-20210801>

The main factors determining whether an enterprise is an SME are:

1. **staff headcount** and
2. either **turnover** or **balance sheet total**.

Enterprise category	Staff headcount	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

For more details:

http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm

Single Undertaking includes, all enterprises having at least one of the following relationships with each other:

- a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- c) one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- d) one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) through one or more other enterprises shall also be considered to be a single Undertaking.

An enterprise is any entity engaged in an economic activity, irrespective of its legal form. This includes, in particular, self-employed persons and family businesses engaged in craft or other activities, and partnerships regularly engaged in an economic activity.

Enterprises which have one or other of such relationships through a natural person or group of natural persons acting jointly are also considered linked enterprises if they engage in their activity or in part of their activity in the same relevant market or in adjacent markets.

An **'adjacent market'** is considered to be the market for a product or service situated directly upstream or downstream of the relevant market.

Crafts means an art, skill, or trade, practiced by a person or persons in the manufacture of artefacts and other products and generally requiring in its manufacturing a greater input of human skill than of machinery.

Steel sector means all activities related to the production of one or more of the following products:

- a) pig iron and ferro-alloys: pig iron for steelmaking, foundry and other pig iron, spiegeleisen and high-carbon ferro-manganese, not including other ferro-alloys;
- b) crude and semi-finished products of iron, ordinary steel or special steel: liquid steel whether or not cast into ingots, including ingots for forging semi-finished products: blooms, billets and slabs; sheet bars and tinplate bars; hot-rolled wide coils, with the exception of production of liquid steel for castings from micro, small and medium-sized foundries;
- c) hot finished products of iron, ordinary steel or special steel: rails, sleepers, fishplates, soleplates, joists, heavy sections of 80 mm and over, sheet piling, bars and sections of less than 80 mm and flats of less than 150 mm, wire rod, tube rounds and squares, hot-rolled hoop and strip (including tube strip), hot-rolled sheet (coated or uncoated), plates and sheets of 3 mm thickness and over, universal plates of 150 mm and over, with the exception of wire and wire products, bright bars and iron castings;
- d) cold finished products: tinplate, terneplate, blackplate, galvanised sheets, other coated sheets, cold-rolled sheets, electrical sheets and strip for tinplate, cold-rolled plate, in coil and in strip;
- e) tubes: all seamless steel tubes, welded steel tubes with a diameter of over 406.4 mm.

Synthetic fibres sector means:

- a) extrusion/texturisation of all generic types of fibre and yarn based on polyester, polyamide, acrylic or polypropylene, irrespective of their end-uses; or
- b) polymerisation (including polycondensation) where it is integrated with extrusion in terms of the machinery used; or
- c) any ancillary process linked to the contemporaneous installation of extrusion/texturisation capacity by the prospective Beneficiary or by another company in the group to which it belongs and which, in the specific business activity concerned, is normally integrated with such capacity in terms of the machinery used.

Transport sector means the transport of passengers by aircraft, maritime transport, road, rail, or by inland waterway or freight transport services for hire or reward; more specifically, the ‘transport sector’ means the following activities in terms of NACE Rev. 2:

- a) NACE 49: Land transport and transport via pipelines, excluding NACE 49.32 Taxi operation, 49.42 Removal services, 49.5 Transport via pipeline;
- b) NACE 50: Water transport;
- c) NACE 51: Air transport, excluding NACE 51.22 Space transport.

Coal means high-grade, medium-grade and low-grade category A and B coal within the meaning of the international codification system for coal established by the United Nations Economic Commission for Europe and clarified in the Council decision of 10 December 2010 on State aid to facilitate the closure of uncompetitive coal mines.

Shipbuilding means the building in the Union, of self-propelled commercial vessel.

Self-propelled commercial vessel means a vessel that, by means of its permanent propulsion and steering, has all the characteristics of self-navigability on the high seas or on inland waterways and belongs to one of the following categories:

- (i) seagoing vessels of not less than 100 gt and inland waterway vessels of equivalent size used for the transportation of passengers and/or goods;
- (ii) seagoing vessels of not less than 100 gt and inland waterway vessels of equivalent size used for the performance of a specialised service (for example, dredgers and ice breakers);
- (iii) tugs of not less than 365 kW;
- (iv) unfinished shells of the vessels referred to in points (i), (ii) and (iii) that are afloat and mobile.

Marketing of agricultural products means holding or display with a view to sale, offering for sale, delivery or any other manner of placing on the market, except the first sale by a primary producer to resellers or processors and any activity preparing a product for such first sale; a sale by a primary producer to final consumers shall be considered to be marketing if it takes place in separate premises reserved for that purpose.

Primary agricultural production means production of products of the soil and of stock farming, listed in Annex I to the Treaty, without performing any further operation changing the nature of such products.

Processing of Agricultural products means any operation on an agricultural product resulting in a product which is also an agricultural product, except on-farm activities necessary for preparing an animal or plant product for the first sale.

Agricultural product means the products listed in Annex I to the Treaty, except fishery and aquaculture products listed in Annex I to Regulation (EU) No 1379/2013 of the European Parliament and of the Council of 11 December 2013.

Fishery and Aquaculture sector, are defined as per provisions of Regulation (EU) No 1379/2013 of the European Parliament and of the Council of 11 December 2013 on the common organisation of the markets in fishery and aquaculture products, amending Council Regulations (EC) No 1184/2006 and (EC) No 1224/2009 and repealing Council Regulation (EC) No 104/2000.

1. Introduction

This document provides information on the Equipment and Machinery SME Grant Scheme and should be read in conjunction with the following document:

- Notes to Applicants – Equipment and Machinery SME Grant Scheme

These Guidance Notes are binding and failure to comply with the provisions of these documents may result in financial corrections and recovery of funds.

These Guidance Notes may be reviewed, updated, and amended from time to time by the Measures and Support Division throughout the lifetime of the scheme.

1.1 Management structure

The Measures and Support Division within the Ministry for the Economy, European Funds and Lands has been designated by the Managing Authority (MA) as an Intermediate Body (IB) responsible for administering European Regional Development Fund (ERDF) Grant Schemes through the implementation of Support Measures under the 2014-2020 programming period.

1.2 Scope

Business success is dependent on the ability of the enterprise to focus investment towards expansion and innovation. Such investment can be aimed at expanding, diversifying, and/or innovating the operations, and by supporting initial investments.

This incentive seeks to support Undertakings through the provision of assistance in the form of non-repayable Grants to part-finance investment in equipment and machinery aimed at directly improving the productivity of the enterprise.

1.3 Investment Priorities and Specific Objectives

This Grant Scheme falls under Priority Axis 3 'Enhancing Malta's competitiveness through investment in SMEs' of Operational Programme 1 2014 – 2020 'Fostering a competitive and sustainable economy to meet our challenges', and addresses the following Investment Priority and Specific Objective:

3a: Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the creation of new firms, including through business incubators.

SO1: Creation of employment opportunities through the provision of infrastructure, financial incentives as well as support services.

1.4 Duration

The Equipment and Machinery SME Grant Scheme will remain effective until 31 December 2023, subject to availability of funds.

1.5 Budget

The allocated budget for this Measure is €2,000,000.

1.6 Open (rolling) Call

The scheme shall be managed on a demand driven basis. The IB shall issue a public open call (rolling-call) for interested eligible Undertakings to submit their applications. Applications will be assessed and evaluated

and eligible applications scoring at least 50% of the selection criteria shall be awarded the grant. Grants shall be awarded on a first-come-first served basis subject to budget availability.

1.7 Maximum Grant and Aid intensity

The Grant amount that a single Undertaking may receive shall depend on the application for and receipt of *de minimis* aid by the single undertaking over any period of three fiscal years. In line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (the *de minimis* Regulation), as amended, a single Undertaking may not receive more than €200,000 (or €100,000 in the case of single undertakings performing road freight transport for hire or reward) in *de minimis* aid from any public funding (EU Funds and/or any national funds) over a rolling period of three fiscal years.

The Aid Intensity is set at 50% for operations in Malta and 60% for operations in Gozo with a minimum funding amount of €10,000 and maximum funding amount of €120,000 per operation.

1.8 Implementation

Operations should be concluded within 3 months from the Grant Agreement. The IB may consider extensions up to the closing date of the Scheme, upon the express request of the Beneficiary, when justified.

1.9 Regulatory Framework

The Operational Programme I “Fostering a competitive and sustainable economy to meet our challenges” for support from the European Regional Development Fund and the Cohesion Fund under the Investment for growth and jobs goal for Malta approved by Commission Implementing Decision C (2014) 9966 Final dated 15 December 2014.

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

The National ERDF Eligibility Rules and the Partnership Agreement of Malta.

<https://fondi.eu/programme/partnership-agreement-for-malta/>

Aid may be awarded in accordance with the relevant terms and conditions of the Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid as amended by Commission Regulation (EU) 2020/972 of 2 July 2020.

<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1600251704895&uri=CELEX:02013R1407-20200727>

Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development, and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006.

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013R1303>

Regulation (EU) No 1301/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the

European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006.

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013R1303>

Regulation (EU) No 1301/2013 of the European Parliament and of the Council of 17 December 2013 on the European Regional Development Fund and on specific provisions concerning the Investment for growth and jobs goal and repealing Regulation (EC) No 1080/2006.

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013R1301>

2. Description

2.1 Eligible Actions

This Grant Scheme seeks to support SMEs in undertaking investment in equipment and machinery. Such investment will only be considered as eligible if it is considered as directly contributing to improving the productivity of the enterprise.

2.2 Eligible Expenditure

This Grant Scheme will support eligible enterprises to procure:

- Equipment and Machinery¹

The Equipment and Machinery must be maintained by the Beneficiary and remain operational for at least 3 years following the completion of the investment operation.

The aid value for the identified eligible expenditure shall be reimbursed through the application of actual cost incurred and paid and capped at the value of the cheapest quotation submitted with the application or the invoice amount, whichever is the lowest.

2.3 Ineligible Expenditure

- a) Costs related to shipping of equipment, plant, machinery etc.
- b) Costs related to the repair and maintenance of equipment, plant, machinery and buildings, including costs for maintenance agreements.
- c) Tax including Value Added Tax and other duties.
- d) Insurance costs.
- e) Training costs
- f) Contingencies and/or losses made by the Applicant.
- g) Payment of dividends, royalty and interest changes.
- h) In kind contributions.
- i) Service charges arising on finance leases, hire purchase and credit arrangements.
- j) Cost resulting from deferral of payments to creditors.
- k) Cost related to litigation including resulting claims for damages and fines.
- l) Statutory fines and penalties.
- m) Payments for gifts and donations.
- n) Entertainment (including catering, receptions, etc.)
- o) Depreciation.
- p) Foreign exchange costs and related losses.
- q) Bank charges.
- r) Commissions.
- s) Overheads.
- t) Projects that already exist within the framework of other funding programmes of the European Union.

¹ This is to be capped at a maximum of 3 sub-activities. Each sub-activity can have multiples of the same item.

3. Eligibility

3.1 Eligible Undertakings

Micro, Small and Medium-sized Enterprises engaged in an economic activity, irrespective of their legal form, referred to as the 'Undertaking' subject to the exclusions enlisted below.

Undertakings which are not vested with a legal personality acquired through the law applicable to their establishment, need to be registered under the Second Schedule of the Civil Code (CAP 16 of the Laws of Malta).

3.2 Exclusions

- i. Undertakings subject to collective insolvency proceedings or fulfilling the criteria under their domestic law for being placed in collective insolvency proceedings at the request of their creditors.
- ii. Undertakings that have not honoured their obligations further to a Decision by the competent Court in favour of a recovery order issued by the competent authorities responsible for the administration and management of aid schemes co-funded under the European Regional Development Fund - Cohesion Policy Operational Programme I 2014 – 2020.
- iii. Undertakings that have not honoured their obligations further to a recovery order issued by the competent authorities responsible for the administration of aid schemes co-funded under Cohesion Policy 2014 – 2020.
- iv. Exclusions as per provisions of Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, as amended.
- v. Undertakings whose primary activities fall under Section A 'Agriculture, Forestry and Fishing' of the NACE Rev 2.
- vi. Undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
 - Where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;
 - Where the aid is conditional on being partly or entirely passed on to primary producers;
- vii. Actions addressing the processing and marketing of agricultural products in so far as such actions can be considered eligible for funding under the EAFRD.
- viii. Undertakings whose principal activities include the manufacturing, processing and marketing of tobacco and tobacco products.
- ix. Public entities: Ministries, Departments, Entities, Authorities, Public Commissions, Public Sector Foundations and similar organisations carrying out a public or regulatory function which does not involve the carrying out of an economic activity, whether or not such organisations are established by law. With the exception of commercial Undertakings carrying out exclusively economic activity in direct competition with third parties and in which Government has a controlling interest.
- x. Energy Generation, distribution and infrastructure.
- xi. The Steel Sector
- xii. The Coal Sector
- xiii. The Shipbuilding Sector
- xiv. The Transport Sector
- xv. The Synthetic Fibres Sector.
- xvi. Undertakings whose principal activities fall under Section K 'Financial and insurance

- activities' of the NACE Rev. 2.
- xvii. Undertakings whose principal activities fall under Section L 'Real Estate activities' of the NACE Rev. 2.
- xviii. Gambling and Betting Activities.
- xix. Investment to achieve to reduction of greenhouse emissions from activities listed in Annex I to directive 2003/87/EC.
- xx. Action resulting in training and monitoring activities.
- xxi. Actions resulting in investment in the decommissioning or the construction of nuclear power stations.
- xxii. Actions resulting in investment in airport infrastructure unless related to environmental protection or accompanied by investment necessary to mitigate or reduce its negative environmental impact.
- xxiii. Undertakings engaged in an illegal economic activity.

3.3 Additional Provisions

- i. The grant amount is subject to the conditions outlined in the guidance notes and the determined thresholds. Moreover, this shall also depend on the application for and the receipt of de minimis aid by the single undertaking over any period of three fiscal years. In line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, a single Undertaking may not receive more than €200,000 (or €100,000 in the case of single undertakings performing road freight transport for hire or reward) in de minimis aid from any public funding (EU Funds and/or any other national funds) over a rolling period of three fiscal years.
- ii. Undertakings are to submit an updated declaration on de minimis aid, in line with Commission Regulation 1407/2013, as amended.
- iii. Undertakings that have not honoured their obligations, further to a recovery order issued by the competent authorities responsible for the administration and management of aid schemes co-funded under the European Regional Development Fund – Cohesion Policy Operational Programme I 2014-2020, and in respect of which legal action has been instituted and proceedings are pending or under way before the competent Court, are eligible to apply without prejudice to the assessment and evaluation of their application. However, in the event that the proposed project is selected, the Grant Agreement will only be entered into if within 6 months from the date of the notification by the Measures and Support Division to the Undertaking that the Project has been selected, such obligations are no longer due either pursuant to a Court Decision or the effective payment of dues.
- iv. The applicant enterprise is in compliance with applicable EU and national legislation and administrative requirements, including fulfilment of fiscal obligations, social security contributions.
- v. Only activities that comply with relevant EU and National environmental legislation may be selected for funding.
- vi. Start of works on actions in relation to the activities for which assistance is being requested may only be initiated after the date of the granting of the aid.
- vii. Applicants must submit the specifications of each of the sub-activities for which activity for which support is being requested together with at least 3 comparable quotations. The cheapest presented quotation shall be the basis on which the grant shall be calculated upon.
- viii. Applicants must submit evidence as to the capability for private match financing the project. The beneficiary will provide a financial contribution of at least 25% of the eligible costs, either through its own resources or by external financing in a form which is free from any

public support.

- ix. All investment may only be procured from external sources.
- x. The Undertaking has not been approved or granted any public funding and will not seek public funding through other National and/or European Union funded initiatives in relation to the activities for which assistance is being requested through this measure.
- xi. The undertaking shall ensure that greening and climate mitigation measures should be mainstreamed within the proposed investment, whilst reuse and recycling should be pursued as much as possible when disposing of redundant/replaced equipment.
- xii. The Intermediate Body will not be able to approve reimbursement for costs incurred on actions and/or activities that are not strictly in line with the Grant Agreement.
- xiii. The investment must be maintained by the Undertaking and remain operational for a period of three years following the completion of the investment operation. This shall not prevent the replacement of equipment that has become outdated or broken within this period, provided that the economic activity is retained in the area concerned for the relevant minimum period
- xiv. Approved projects shall be based and operational in Malta and Gozo.

4. Applications

4.1 Application Process

The IB shall publicise the call/s through various media and will collaborate with stakeholders particularly representatives of the target group and other government entities to publicise the Grant Scheme to ensure the widest visibility possible.

4.2 Submission of Application

Undertakings must submit an online application as outlined in the call for applications. The application shall include the Undertaking's name and size, a description of the investment, including its start and end dates, the location of the investment, a list of investment costs and the amount of public funding needed for the investment, amongst other requirements.

It is strongly advisable that prior to embarking on the development and submission of the application prospective applicants read these Guidance Notes together with the Notes to Applicants document.

4.3 Documents to be submitted with the Application

- a. **Declaration** – a scanned copy of the signed Declaration Form²
- b. **Technical Specifications** – The set of minimum technical specifications against which the quotations provided were sought. These should determine the minimum characteristics of the equipment and/or machinery identified by the beneficiary, and that a supplier must provide. These should be clear, accurate and contain a description of the beneficiary's needs to enable the suppliers to provide the asset/s which meet those needs.
- c. **Quotations** – Submit at least 3 comparable and valid quotations³ in respect of each sub-activity in line with the set minimum technical specifications and obtained from three different external and unrelated suppliers to the applicant. Quotations not meeting the requested technical specifications may not be considered by the beneficiary.
- d. **De Minimis Declaration Form** – a declaration by the single undertaking outlining a breakdown of the de minimis aid applied for and granted to the single Undertaking over a period of the three fiscal years from the year of application.
- e. **Compliance Certificate/s issued by the Commissioner for Revenue (CfR)** - a certificate/s issued not earlier than three months from the date of the application, by the Office of the Commissioner for Revenue (CfR) covering Income Tax, VAT and Final Settlement and of Social Security Contributions Compliance Certificates confirming that the Applicant has no liabilities or is otherwise honouring an agreement for settling any outstanding amounts.

² In the case that the Authorized Representative is not a Director, a Declaration of Authorization shall be submitted. This does not apply for Self-Employed/Sole Traders, where the person has to be Authorized Representative and signing the declaration form.

³ During evaluation the Project Selection Committee may request further clarifications or additional quotations if not satisfied with the provided documentation.

- f. **Audited Financial Statements and/or the Management Accounts** dated within the two financial years prior to the year of submission of the application in relation to the applicant and the linked and partner enterprises. No documents would need to be submitted if a copy of these documents as outlined hereunder is already deposited with the Malta Business Registry (MBR).

In the case of linked and partner enterprises without a legal obligation to prepare financial statements the Management Accounts (Profit & Loss Statements/Income Statement and Balance Sheet/Statement of Assets and Liabilities) certified by a CPA is to be provided.

In the case of a Sole Trader/self-employed a copy of the Income Tax Return for the last two years together with a Profit & Loss Statement certified by a Certified Public Accountant (CPA) is to be provided.

In the case of a Start-up established not over 2 years from the date of application (*including Sole Trader/self-employed*) not having the above documentation, a Profit & Loss Account/Income Statement, Cash Flow Projections and a Balance Sheet/Statement of Assets and Liabilities certified by a CPA is to be provided.

- g. Evidence of **Private Match Financing** for the project.
- h. **Supporting Documentation** including NACE Code confirmation⁴, GANTT Chart or Implementation Schedule and any other documentation (such as preparatory work and correspondence) that the Applicant deems that would add value to the application.

The IB may request any additional documentation for verification purposes.

In those cases where not all the documentation is submitted with the application, applicants shall be given the opportunity to rectify the application by submitting the required documentation. The maximum period allowed for rectifications shall not exceed 2 months from the date of the rectifications letter. Applicants are to submit their missing documentation to rectify their application by said deadline and application will be considered for evaluation and selection with the next cut-off date⁵ following complete submission of the application. If applicants fail to rectify an application by the indicated deadline in the rectifications letter, then the application shall be considered as incomplete and be rejected.

⁴ The NACE confirmation shall be in the form of VAT Information Sheet or else communication with the NSO Business Register including the four digital code in the form of 11.11

⁵ For the last cut-off date, applicants should submit the required documentation by the deadline identified in the rectifications letter

4.4 Acknowledgement

Once an application is submitted and confirmed, the system generates a unique reference number for the project and an acknowledgement e-mail together with the application reference number will be sent to the Applicant.

Applications will be assessed and selected as outlined in Section 6 'Assessment and Selection'. The issuance of the acknowledgement letter does not confer any obligation on the Measures and Support Division to issue the Grant towards the financing of the project. Actions may only be initiated further to the signing of the Grant Agreement.

5. Compliance with Community Policy

5.1 General Principles

It is the responsibility of the Undertaking to ensure compliance with Community Policy, namely:

- Payments of costs under the approved Operation
- State Aid requirements
- Equal Opportunities
- Sustainable Development

5.2 Payments of costs under the approved Operation

Undertakings should note that Grants awarded for actions under the Equipment and Machinery SME Grant Scheme are public funds. Beneficiary Undertakings should ensure that procurement of all cost items to be co-funded through the Grant Scheme is carried out in line with the principles of sound financial management, good governance, transparency, and equality.

5.3 State Aid Requirements

The terms and conditions of this Grant Scheme are in line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352/1 of 24 December 2013), as amended by Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, OJ L 215/3 of 7 July 2020.

The Undertaking shall ensure compliance with the rules on cumulation of aid in line with Article 5 of the de minimis Regulation.

Applicants must submit with their application a duly filled in de minimis declaration form regarding any other de minimis aid received and applied for during the current fiscal year and the previous two fiscal years. The IB will ensure that the total amount of de minimis aid granted to the single Undertaking shall not exceed EUR 200,000 (or EUR 100,000 in the case of single undertakings performing road freight transport for hire or reward) over any period of three fiscal years.

It is the responsibility of the Applicant Undertaking to seek advice and to ensure compliance with State Aid rules and requirements.

5.4 Equal Opportunities and non-discrimination

Beneficiary Undertakings are required to take a pro-active approach to Equal Opportunities and must ensure that at all stages of the implementation of the action/s consideration is given to Equal Opportunities.

Equal Opportunities and non-discrimination are not meant to just address gender discrimination but have a wider scope and include race, ethnicity, religion or belief, disability, age and sexual orientation.

5.5 Sustainable Development

Undertakings should include Sustainable Development in the action/s and must ensure that the operation is structured in such a manner that concrete positive actions towards better sustainability and mainstreaming feature throughout. It is important that Environmental matters should also be taken into consideration at all stages of the design, development and implementation of the action and the action should be structured to avoid any related environmental damage.

6. Assessment and Selection

The Assessment and Selection of projects shall be undertaken by a Project Selection Committee.

Applications will be assessed against the Gateway (*eligibility*) and Selection Criteria by the Project Selection Committee and will proceed to be assessed against the Selection Criteria only if the application meets all the requirements of the Gateway (*eligibility*) Criteria.

Applications attaining at least 50% of the total score shall be approved for funding subject to the budget availability.

6.1 Gateway Criteria

The Gateway Criteria are the minimum requirements which must be met in order that any application may be considered for assessment and appraisal for selection for funding support. These will be used at the first stage once an application is submitted. This stage will involve an assessment and a Due Diligence process to establish that these minimum requirements are met, namely:

1. **Complete application:** an Undertaking must present a fully compiled application together with all the requested supporting documentation, by the indicated deadline.
2. **Eligible Undertaking:** the Undertaking is an eligible Undertaking in line with these Guidance Notes.
3. **Eligible action:** the action for which the Applicant is asking for support is eligible and at least includes an eligible activity.
4. **Match Financing:** the Applicant has submitted evidence as to its capacity to match finance the project from private sources.

6.2 Selection Criteria

Only applications that meet all the requirements of the Gateway (*eligibility*) Criteria shall proceed for assessment under the Selection Criteria. The Project Selection Committee may at this stage request clarifications from the Applicant. As part of the assessment and appraisal process a score is awarded for each Selection Criteria. Applications scoring at least 50% of the Selection criteria shall be ranked and grants shall be awarded in accordance with the ranking order and subject to budget availability.

The total maximum score under the Selection Criteria is 100. Applications will be assessed and evaluated against the Selection Criteria outlined hereunder.

- Risk Assessment
- Excellence
- Impact and Sustainability
- Quality and Efficiency of implementation

Criteria	Definition	Score
Risk Assessment	Ratio of Operation value to net assets of Undertaking – 5 Applications will be risk assessed in terms of the ratio of the project's value to the financial resources of the Undertaking.	10
	Qualitative assessment of the Undertaking – 5 Applications will be risk assessed in relation to the age of the Undertaking, business experience, track record of the management and controlling shareholders.	
Excellence	Quality of the proposed project concept through its main characteristics – 5 The Application Form should be of good quality and provide clear information that can be readily understood by anyone, even those not familiar with the project. The proposed project concept should not be run-of-the-mill. The evaluation will be assessing the overall quality of the proposed project, the project background, context and need for the project, the project's objectives, expected results and resources required. The Application is to clearly evidence that the enterprise's need to invest in the new equipment and/or machinery and the utilisation of same equipment to attain results.	30
	Coherence and Clarity of the Application – 10 The evaluation will be assessing the project's work plan, strategy, and quality of the application. Coherent proposals supported by quantitative data and market research will be rewarded.	
	Action seeks to maximise the internationalisation of the Applicant – 5 The application will be evaluated in terms of the project's potential to support the Applicant to strengthen its international presence.	
	Action is ambitious and is addressing an identified gap within the enterprise and/or the specific sector the enterprise operates in – 10 The action will be assessed in terms of the extent of identified gaps (both in the enterprise and/or the sector) it addresses. The evaluation will focus on the novelty of the concepts and new approaches proposed by the project. <i>Factual and statistical evidence to back up the justification will render the application more robust.</i>	
	The return on investment (ROI) and potential cost reductions – 10 The application will be evaluated in terms of the project's impact vis-à-vis the return on investment (ROI). This will be done by dividing the projected increase in turnover by the cost of the machinery. The application will also be evaluated on the potential cost reductions to the operations of the applicant by calculating the difference in the cost to sales ratio.	
	Applicant's plan to make the enterprise more sustainable, resilient and better prepared for the challenges ahead – 5 The application and the investment shall be assessed against this criterion.	

Impact and Sustainability	<p>Project results in improvements in the Undertaking's business model - 5 The application will be evaluated in relation to the proposed impact on the sustainability of the business model. Applicants are to identify the benefits which shall emanate as a result of the project.</p>	25
	<p>Project in line with National Policies and the Operational Programme's horizontal priorities: Environmental Sustainability and Equal Opportunities – 5 The application will be assessed in relation to potential impact on National Policies linked to the operational programme and to the effective integration of the OP's horizontal priorities being Environmental Sustainability and Equal Opportunities.</p>	
Quality and Efficiency of implementation	<p>Size of Undertaking – 10 Proposals submitted by Micro enterprises or autonomous enterprises will be rewarded.</p>	35
	<p>A holistic Investment – 5 Projects that propose a holistic investment tied to a clear objective will be rewarded.</p>	
	<p>Quality, readiness and timeliness of the proposed project - 10 Projects are to:</p> <ul style="list-style-type: none"> • present a GANNT Chart/Implementation Schedule of the proposed actions • include an assessment of the potential implementation risks, the probability of these risks happening and the identification of measures to mitigate same risks • demonstrate the capacity to deliver the project and that they have a contingency plan to compensate for adverse effects on timetable, expenditure, and outputs. <p>Applications showing that their proposal is in an advanced state of readiness, such as having already assessed the options obtained or in possession of required licences/permits, shall be rewarded. Evidence of such documents is to be provided with the application.</p>	
	<p>Management and Control Systems in place including organisation's structure – 5 The Applicant should ideally provide an organigram or description of the organization's structure. In the Application the applicant is to identify the segregation of the level of management and control and include an overview of the expertise of the key personnel who will lead the project.</p> <p>Any quality standards adopted by the applicant will also be considered.</p>	
	<p>Level of capacity and allocation of resources towards the project – 5 The capacity to implement the project is part of the commitment of the Applicant. The evaluation will be assessing the allocation of human resources, both internal and external, towards the project to ensure its successful implementation and sustainability. Experience in the implementation of projects co-financed through Structural Funds, other EU programmes or own funds shall be rewarded.</p>	

6.3 Unsuccessful Applications

Unsuccessful applicants will be informed in writing by the IB.

6.4 Appeals

An independent Appeals Board shall be appointed.

Applicants whose application was not selected may submit motivated representations within 10 working days from the date of notification by the IB.

The Appeals Board shall assess the submitted representation, review those respective applications, and notify the Applicant of its decision. The decision of the Appeals Board shall be final.

6.5 Acceptance Letter

The IB shall issue a funding acceptance letter to selected applicants. The Funding acceptance letter shall include any conditions as outlined by the Project Selection Committee. It should be noted that a positive decision at this stage is not a guarantee of funding. All the conditions set out in the funding acceptance letter would need to be discharged before the Grant Agreement can be signed.

6.6 Grant Agreement

The IB shall appoint a contact person from within it, to liaise with the Applicant with a view to concluding the Grant Agreement. The Grant Agreement (GA) is the formal agreement between the IB and the Applicant. The GA is the legally binding document and sets out the terms of the grant. The IB will work through the terms and any conditions which must be discharged prior to entering the GA with the Applicant. When the IB is satisfied that any conditions have been discharged, it will issue the GA and submit two unsigned copies to the Applicant who will sign both copies with the IB keeping one copy and the other kept by the Beneficiary.

7. Implementation, Monitoring and Reporting

This section outlines in brief the implementation, reporting requirements and the reimbursement process, and should be read in conjunction with the implementation Guidelines issued by the IB together with this document.

7.1 Implementation

7.1.1 Filing System

The beneficiary is to keep and maintain a separate filing system for the approved investment and may opt to keep an electronic system. Nonetheless, the filing system, regardless of whether it is electronic or hard copies, shall be made available and be easily referenced when monitoring and audit visits are conducted by the respective authorised entities. The beneficiary is obliged to keep all the documentation related to the operation for audit purposes for 10 years after the completion of the assisted operation. The sample proposed filing system folder can be downloaded from [here](#).

7.1.2 Inventory

The Beneficiary is to fill in an Inventory of the fixed assets financed from the project and include the required details on the standard template which is available in [Annex II](#) and is obliged to keep an updated version of such inventory. Assets must remain associated with the enterprise throughout the durability period following the completion of the investment project.

The inventory shall be frequently updated to include the relevant details of the assets purchased and list any equipment that has undergone any alterations following acquisition. The list is to be signed and certified correct by the Project Manager and made available to the Measures and Support Division upon request.

7.1.3 Payments

Cash disbursements are strictly prohibited. The total expenditure must be paid by the beneficiary through transparent, traceable bank transactions, i.e. either through direct bank transfer or through payments by cheque. Payments should be made through an identifiable bank account as indicated in the Financial Identification Form submitted by the beneficiary⁶ and to the identified bank account of the Service Provider/Supplier as outlined in the respective invoice or in the Supplier Financial Identification Form.

7.1.4 Project Manager

The Project Manager is the beneficiary's point of contact with the Measures and Support Division and should be available and reachable within reasonable timeframes to discuss the project on a periodical basis as required.

The beneficiary shall ensure that a Project Manager is assigned throughout the full implementation of the project and should there be a change in the Project Manager a [Change in Project Manager form](#), downloaded from [here](#), shall be submitted via email on msd.eufunds@gov.mt.

7.1.5 Retention of Documentation

The Beneficiary has the obligation to retain all related documents for control and audit purposes, for 10 years following the completion of the project. The Beneficiary must also co-operate with the

⁶ The form (to be signed and dated) will need to be submitted at reimbursement stage by the beneficiary.

Measures and Support Division and other monitoring and audit bodies entrusted with such functions with respect to the granting of aid under this scheme, for the duration of 10 years in light of audits and other controls.

7.2 Monitoring

Effective monitoring is an important aspect which needs to be undertaken to ensure efficient and effective implementation and in ensuring that the targeted outcomes are achieved. To this end, both the beneficiary and the Measures and Support Division have specific responsibilities.

7.2.1 Monitoring by the Beneficiary

The beneficiary has the responsibility of ensuring effective monitoring of the implementation of the action. This responsibility goes beyond the achievement of the results but also that of monitoring the efficient implementation of the assisted intervention. The beneficiary must keep documentary evidence of the implementation including the filing system, progress and final implementation reports, photographic evidence, and any necessary pertinent documentation providing an audit trail of the actions and activities within the implemented operation.

7.2.2 Physical on-the-spot checks by the IB

The IB will conduct physical visits to conduct checks and management verifications on the implementation of the project. Prior to such visit, the beneficiary is to submit an updated copy of the inventory and during the visit shall make available all documentation and records considered relevant to the project. During such visit, the IB will also physically check the procured investments and cross check their relevant details with the inventory. IB shall draw up a report following the visits which will include the findings and any corrective action required because of the finding of the visit and the checks conducted.

The IB may make enquiries with the Malta Association of Credit Management to carry out the necessary checks in line with the Regulations and Good Governance principles and with other competent Authorities, including but not limited to Jobs Plus, to verify any information submitted

The IB retains the right to conduct any unannounced monitoring visits at its sole discretion.

7.2.3 Monitoring and Evaluation Activities

The beneficiary is bound to co-operate and contribute to all monitoring and evaluation activities organised by the IB, the MA, the European Commission as well as other Authorities. This may include contribution through participation in surveys, events and in providing information to be included in publications and online media.

7.3 Reporting

Following the completion of the assisted intervention, the Beneficiary undertaking is to submit to the IB a Final Implementation Report together with the claim for reimbursement, following the completion of the assisted activities as outlined in the Grant Agreement.

The IB shall carry out on-the-spot checks during and after the project implementation timeframe.

7.4 Reimbursement

Beneficiaries may present a claim for reimbursement upon completion of the project as accepted in the Grant Agreement.

This claim for reimbursement will include 100% of the eligible expenditure, outlined in the Grant Agreement.

Milestone – implementation of the operation in line with the Grant Agreement, investment is in place and operational.

Amount – 100% of the public support of the eligible Grant amount approved of the complete operation.

Payment trigger – Receipt of claim for reimbursement accompanied by a Final Implementation Report from the beneficiary. Verification by the IB that the investment is in place and operational. The IB retains the discretion to request the Beneficiary to present expert reports to substantiate any claims presented, when and as required.

The claim for reimbursement shall include the following documentation:

- An updated Compliance Certificate/s issued by the Commissioners for Revenue (CfR) covering income Tax, VAT and Final settlement and of Social Security Contributions Compliance Certificates issued not earlier than one month from the date when respective claim for reimbursement is presented to the IB.
- Copy of agreement with supplier/confirmation email to supplier
- Copy of the invoice issued by the supplier
- Copy of fiscal receipt issued by the supplier (*where a tax invoice is not provided*)
- Copy of Proof of Payment (*Copy of bank transfer payment/bank cheque encashment image*)
- Copy of Bank Statement identifying the transaction/s **certified by a Certified Public Accountant**
- Copy of Separate Ledger Account or Record showing full details of expenditure (*as per [Section 8.2](#)*)
- Copy of Inventory (*as per [provided template](#)*)
- Copy of warranties (*if applicable*)
- Photographic Evidence (*of procured items; serial numbers and publicity*)
- [Beneficiary Financial Identification Form](#)
- [Supplier Detail Form](#) (*in those cases where bank account details of supplier are not included in the invoice*)
- Statement signed by **the Authorized Representative** specifying that:
 - i. The expenditure to implement the action was actually incurred by the undertaking and was not reimbursed or may be recoverable through other sources
 - ii. The expenditure satisfies the conditions that are outlined in the Grant Agreement
 - iii. The output (investment) is in place and set in operation within the duration of the project period being the timelines outlined in the Grant Agreement
 - iv. The beneficiary has ensured that any rules governing accumulation of aid have been respected.

The IB may request further documentation where and as necessary and the reimbursement request will only be processed once the IB is satisfied that the proposed investment has been carried out, is operational and in line with the GA and pertinent regulations, rules and guidelines, following rigorous monitoring and checks.

It is the beneficiary's responsibility to ensure that reimbursement requests, including all the required supporting documentation, are submitted to the IB by not later than 30th September 2023, or on a later date as identified by the IB.

7.5 Payment Process

The IB shall ensure that every effort is made to process the payment without undue delay from receipt of a complete Claim for Reimbursement, and further to the resolution of any clarifications sought from the beneficiary and is satisfied that the assisted intervention has been implemented in line with the Grant Agreement and the pertinent regulations. Once the claim for reimbursement is processed, further checks may be conducted by the EU Payments Unit before the execution of the payment. The IB shall not be held liable for any delays in the payment process, or for any overruling by a superior authority of its initial approval of payment.

7.6 Double Financing

The IB reserves the right to share all the information related to the supported activities with other public entities to ensure that no other public funds (National or EU Funds) were made available to the Undertaking in respect of the same activity. Funding for the same action from any other source of public funds is prohibited and will result in claw back (recovery) of funds.

8. Audit and Control

8.1 Internal Control

The beneficiary has the responsibility to put in place and maintain control arrangements to ensure proper and sound financial management of the funds. The beneficiary shall ensure that a separate accounting system or an adequate accounting code is maintained for all transactions related to the operation without prejudice to national accounting rules. In the case where the beneficiary is implementing operations supported through different Schemes co-financed through European Structural and Investment Funds, a separate accounting system or an adequate accounting code must be maintained for each operation.

8.2 Accounting Treatment

8.2.1 Enterprises with the obligation to prepare annual financial statements

Use of an Adequate Accounting Code (*a Nominal Ledger Account dedicated to the scheme*) in an existing computerised Accounting System: in this case, beneficiaries must make provisions to open a new Accounting Code in their Nominal Ledger, where all transactions related to the operation will be posted. All entries must be easily identifiable and retrievable, as well as auditable. Beneficiaries may make use of Journal Entries. The same principles apply if a strictly separate accounting system is opted for.

Beneficiaries must comply with generally accepted accounting principles and practices as defined by Article 3(1) of LN. 19 of 2009 Accountancy Profession (Accounting and Auditing Standards) Regulations. This shall mean that beneficiaries are to adhere either to:

- i. International Accounting Standards⁷; or
- ii. General Accounting Principles for qualifying private or small and medium-sized entities as may be prescribed by regulations, directives or guidelines issued from time to time in terms of the Accountancy Professions Act.⁸

8.2.2 Enterprises with no obligation to prepare annual financial statements

A separate Bank Account and/or a record showing full details of expenditure paid and funds received related to the operation (*e.g. spreadsheet*) must be kept.

8.2.3 Audit Visits

It is pertinent to note that audit visits may be conducted without prior notice, throughout the different phases of the action including after completion of the action.

Beneficiaries should ensure that the Authorized Representative and Project Manager are available during the audit. All the documentation should be available in the designated project file and access to the documentation is to be facilitated, as may be requested by the auditors.

⁷ Particularly the *International Accounting Standard (IAS) 20: Accounting for Government Grants and Disclosure of Government Assistance*.

⁸ For financial reporting periods commencing on or after 1st January 2016 SL 281.05 (General Accounting Principles for Small and Medium-Sized Entities) Regulations.

8.2.4 Audit Follow-up

Further to the conclusion of the audit, the auditors will draft a report outlining all the findings and any pertinent recommendations. If clarifications are required, the auditors will seek feedback from both the IB and the beneficiary. The beneficiary is obliged to co-operate and provide the requested feedback, data, and information by the indicated deadlines and without undue delays.

8.3 Irregularities

Irregularities may be identified during different stages of the operation because of the different checks and audits carried out by different bodies, including the beneficiary. Irregularities may be identified also through other means such as fiscal controls and evaluations, receipt of complaints or information which may also be anonymous and public domain information.

The Beneficiary is responsible to **report** any irregularity detected **without delay** to the IB.

8.4 Financial Recovery and Correction

In those instances where an irregularity necessitates the recovery of funds, the individual/organisation that identified the irregularity must ensure that the recovery procedures are initiated immediately.

It is pertinent to note that failure to apply rules and regulations can result in irregularities which in turn could result to financial corrections, which in certain cases may lead to a recovery of up to 100% of the payment. The applicable recovery rates will be determined in line with the guidelines issued by the European Commission and in terms of State Aid Regulations.

9. Information and Publicity

Beneficiary undertakings are responsible for ensuring proper visibility of interventions assisted through this Grant Scheme, part-financed by the European Union through the European Regional Development Fund under Operational Programme I 2014-2020.

All communication and publicity measures must acknowledge support from the European Union and the respective Fund in line with Article 2.2 of Annex XII of Regulation (EU) No.1303/2013, and Articles 3-5 of Commission Implementation Regulation (EU) No.821/2014.

Visibility measures should be proportionate and reflect the scale of assistance and the nature of the project.

Beneficiaries are to seek the guidance of the IB prior to embarking on publicity and visibility actions. Failure to fully comply with the visibility and publicity requirements will result in financial corrections and loss of funds. The beneficiary is responsible to keep evidence of compliance such as copies of printed documentation, photographic evidence of participation at fairs, and of commemorative plaques and posters affixed throughout the implementation of the project.

9.1 Plaques

Permanent commemorative plaques shall be installed, within 1 month from completion of the investment project as follows:

- In a prominent site within the premises that is accessible to the general public, such as reception area
- In any section/area where any financed investment is located

Permanent plaques are to be produced as follow:

- **Dimensions:** Proportionate to the size of the operation and legible by passers-by, clients etc. However, the minimum size standard A4 (0.210m × 0.297m)
- **Suggested background:** Copper, Bronze, Silver, Chrome, or Perspex
- **Fonts and Sizes:** Font in proportion to size of plaque. The beneficiary is to liaise with the Measures and Support Division to determine font type and size.



MINISTRY FOR THE ECONOMY,
EUROPEAN FUNDS AND LANDS
PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS



OPERATION PART FINANCED BY THE EUROPEAN UNION

TITLE OF OPERATION

TITLE OF GRANT SCHEME



10. Durability

It is the beneficiary's responsibility to ensure compliance with the Durability requirements of assisted operations in line with the applicable Guidance Notes and the Grant Agreement, failure of which may result in recovery of funds.

- a) The beneficiary is to retain ownership of fixed assets purchased through EU funds and should ensure that the acquired assets are kept in good working order throughout and after the operation life and for the period as outlined in the applicable Guidance Notes.
- b) The beneficiary is to ensure that an asset comes with the appropriate warranties.
- c) If an asset is faulty and/or damaged it should be replaced at the supplier's or the beneficiary's expense – whether under guarantee or not – the replacement must perform the same function and be of the same or higher specifications as the asset being replaced.
- d) If any fault results in an asset, all documentation in relation to the repair must be kept and when that asset needs to be replaced, it is important that all documentation is kept in file.
- e) If an asset is replaced, both the old and new serial numbers must be retained.
- f) Relocation of an asset needs to be reflected in the inventory.
- g) The beneficiary shall ensure that the relevant publicity appears on the equipment purchased as well as on the relevant documentation (proportionality should apply in the case of infrastructural operations whereby the whole building or area is co-financed, refer to [Section 9 – Information and Publicity](#)).
- h) If any equipment is stolen, the beneficiary concerned should prepare a technical report and report the incident to the Police, retaining a copy of the report issued by the latter. In such cases, the beneficiary is to replace such equipment.
- i) In the case of assets purchased through a subscription; evidence of all payments paid throughout the durability period shall be kept.

11. Data Protection

Data and information collected and held by the Measures and Support Division in relation to the financed action will be transferred to the Planning and Priorities Coordination Division and may also be transferred to official third parties in order to fulfil the Measures and Support Division's functions, in line with Community obligations according to law and in line with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and any amendments thereof.

Information and any data provided by the potential beneficiaries and beneficiary will be used for the sole purpose for which they are intended, that is: (i) verification procedures; and (ii) evaluation and monitoring purposes in line with Regulation (EU) 2021/241. The data will not be used for any other means or for any other purpose that is incompatible with that for which the data is being collected.

In applying for assistance under this scheme, applicant will be given authorisation to the Measures and Support Division to make enquires and to carry out the necessary checks with the competent Authorities and Organisations to verify any information submitted in relation to the application.

Beneficiary undertakings should ensure that they disclose factual and accurate data to the Measures and Support Division. The Beneficiary Undertaking has the right to access all the data relating to the grant issued in its name and may request the rectification of any incorrect data.

12. Contact Details

For more information regarding the Equipment and Machinery SME Grant Scheme kindly contact the Measures and Support Division.

Address: Measures and Support Division
The Oaks Business Centre, Block B
Farsons Street
Hamrun HMR1325

Telephone Number: 25552635

Email: msd.eufunds@gov.mt

Website: www.fondi.eu

Annex I – Change in Project Manager Form



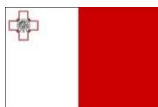
Change in Project Manager Form

I, (Name of Authorised Representative) as Authorised Representative on behalf of (Name of Beneficiary) as the Beneficiary, appoint (Name of new Project Manager) holder of ID card No. (ID No.) to the position of Project Manager in the stead of (Name of current Project Manager) for the investment project (Project Reference) effective as of (Date of new appointment).

The new Project Manager holds the position of (Insert Position within Enterprise) within the enterprise and may be contacted on (Insert Phone Number) and (Insert email Address).

Name of Authorised Representative Signature Date

Name of New Project Manager Signature Date



Operational Programme I - European Structural and Investment Funds 2014-2020
“Fostering a competitive and sustainable economy to meet our challenges”
Aid Scheme part-financed by the European Regional Development Fund
Co-financing rate: 80% European Union; 20% National Funds



Annex II - Inventory Template

[illegible]

* It is the responsibility of the Beneficiary to notify the IB when equipment is transferred from one location to another.

[illegible]

Annex IV – Beneficiary Financial Identification Form



Financial Identification Form – EU Funds

EU Payments Unit

Part I

Business Name as Registered with VAT Dept.

Trading/Company Number and Name (if applicable)

Address

Town/City

Post Code

Country

VAT Reg. Number

Telephone Number / Mobile Number

Identification Number (ID or Passport)

Contact Person

e-mail Address [generic]

Part II

Bank Account Holder

Bank Name

Branch Address

Town/City and Post Code

Country

International Bank Account Number (IBAN) [compulsory]

Bank Identifier Code (BIC)

Part III

I the undersigned declare that all information filled herein and conferred to you is to the best of my knowledge and belief true, correct and complete. I understand and am fully aware that falsification of any information may jeopardise the validity of the payment issued thereon. I further declare that I have read and understood the details given on page 2 of this form, and unless otherwise directed, the above information may be used for future EU related payments.

Signature of
account holderDate
[compulsory]Signature of EU Payments Unit Representative
Date

Signature of Contracting Authority/FB* (as applicable)
Date

* Final Beneficiary

BUSINESS ENHANCE



Operational Programme I - European Structural and Investment Funds 2014-2020
"Fostering a competitive and sustainable economy to meet our challenges"
Aid Scheme part-financed by the European Regional Development Fund
Co-financing rate: 80% European Union; 20% National Funds

