

## SME Consultancy Services Grant Scheme Practical Implementation Guide

*The guide is intended to provide a quick overview of the key implementation requirements of a project. The full requirements of the scheme are detailed in the Guidance Notes and Guidelines for Implementation available on <https://fondi.eu/>*

Projects should be concluded **within 12 months** from the starting date set in the Grant Agreement and by such date, the Beneficiary must ensure the following:

- The Investment has been procured, delivered, and is fully operational
- All expenditures are incurred, invoiced, and fully paid
- All relevant licenses are in place

Extensions may be granted, upon a justified request and shown progress. **Implementation of projects may not extend further than the 30 June 2023.**

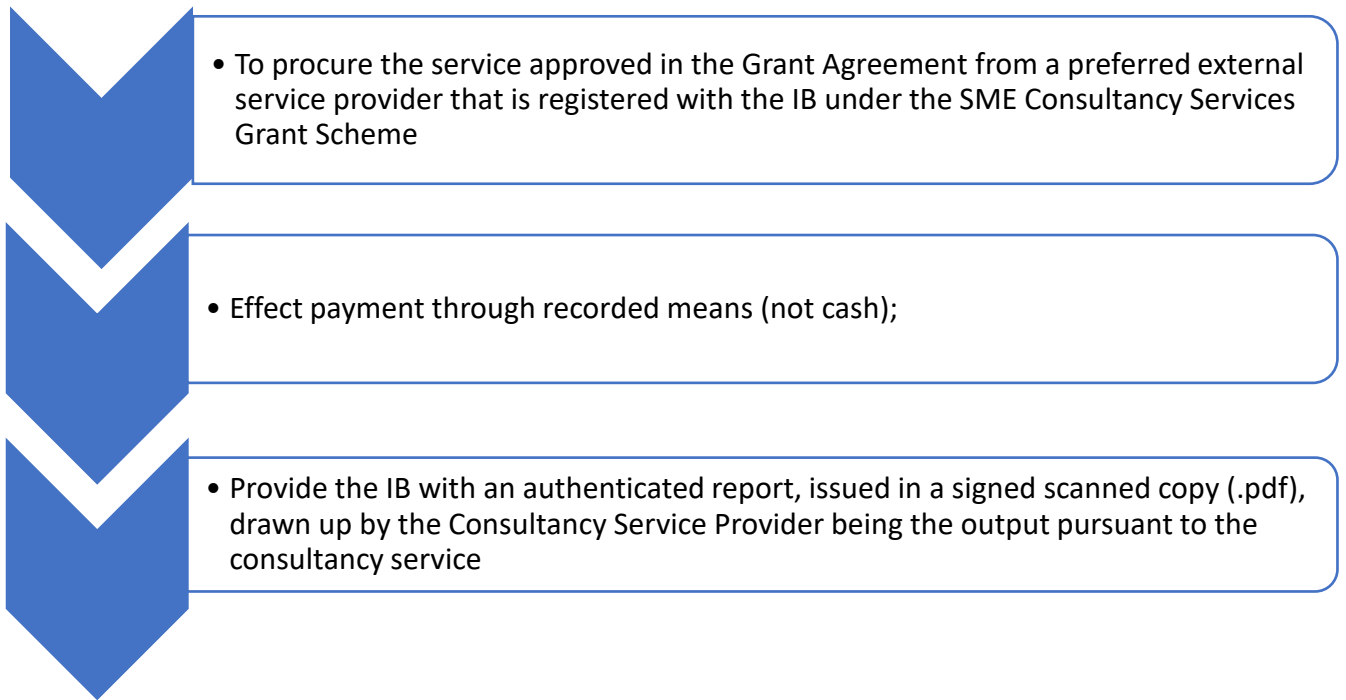
### **Procurement of external Consultancy Services**

Upon the signature of the grant agreement, the beneficiary is to procure such service from a preferred external service provider that is registered with the IB under the SME Consultancy Services Grant Scheme. The Service Provider has to be autonomous and unrelated to the Beneficiary Undertaking.

Procurement	Procedure to be applied
<b>External consultancy services:</b> <b>Business Plan Feasibility Study Organisation and Operations/ Process and Systems Reviews</b>	The beneficiary shall procure the items as approved in the Grant Agreement meeting the following criteria: <ol style="list-style-type: none"> <li>i. Must be incurred by the Beneficiary;</li> <li>ii. Must be incurred within the period identified in the Grant Agreement;</li> <li>iii. Must be Procured from the external service provider that is registered with the IB under the SME Consultancy Services Grant Scheme. The Service Provider has to be autonomous and unrelated to the Beneficiary Undertaking;</li> <li>iv. The beneficiary has ensured that any rules governing accumulation of aid have been respected;</li> </ol>

### **Publicity**

As a beneficiary of EU funds, you are responsible for ensuring proper visibility of the interventions assisted through this Grant Scheme. The final reports developed through assistance under the SME Consultancy Services Grant Scheme shall include as a front page of the report the Declaration Form by the consultancy Service Provider and acknowledging the assistance from the Scheme through ERDF part-financing and include the visibility requirement in line with EU Commission Regulation 821/2014.



## Claim for Reimbursement

Beneficiaries may present a claim for reimbursement upon completion of the project. The claim should be accompanied by the following documents:

- Claim for Reimbursement
- Annex I to the Claim for Reimbursement
- A scanned authenticated copy (.pdf) of the operation deliverable (e.g. Business Plan) including the signed and dated Declaration of Unrelation Form by Service Provider
- Beneficiary Financial Identification Form
- Compliance Certificate/s issued by the Commissioner for Revenue (CfR) covering Income Tax, VAT and Final Settlement and Social Security Contributions Compliance Certificates issued **not earlier than one month from the date** when a respective claim for reimbursement is presented to the Measures and Support Division
- Final Implementation Report
- Certified statement by Certified Auditor (as per below)
  - 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 outlined in the Grant Agreement;
  - iii. The output in the form of a report is completed within the duration of the operation 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, and is in line with the Grant Agreement and pertinent regulations, rules, and guidelines.