



**GOVERNMENT
OF MALTA**

MINISTRY FOR THE ECONOMY,
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PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS



**EU funds
for Malta**
2014-2020

Business Enhance ERDF Grant Schemes

SME Diversification and Innovation Grant Scheme

Notes to Applicants

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Introduction

The Measures and Support Division (MSD) 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.

The SME Diversification and Innovation Grant Scheme is an aid scheme under the Business Enhance ERDF Grant Schemes initiative designed to address the needs identified in the Operational Programme I “*Fostering a competitive and sustainable economy to meet our challenges*” as approved by Commission Implementing Decision C (2014) 9966 Final dated 15 December 2014.

This scheme falls under Priority Axis 3 of Operational Programme I, more specifically:

- Investment Priority 3a - *‘Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the creation of new firms, including through business incubators’*; and
- Specific Objective 1 - *‘Creation of employment opportunities through the provision of infrastructure, financial incentives as well as support services’*.

Scope of Document

This document is aimed at assisting applicants in the compilation of the application form and its submission. Prospective applicants are expected to have read these Notes to Applicants together with the:

- Guidance Notes for the SME Diversification and Innovation Grant Scheme; and
- Guidelines for Implementation issued by the IB.

Call for Applications

The SME Diversification and Innovation Grant Scheme shall be administered through a demand driven basis. Eligible Undertakings may apply whenever they identify a need that may be assisted under this Grant Scheme. The IB shall issue public calls for applications and interested eligible Undertakings may submit their applications, with periodical cut off dates. Call 2 SME Diversification and Innovation Grant Scheme shall be catering for both Small

Operations and Large Operations as defined in the Guidance Notes. Applicants shall be required to determine whether they are submitting an application for a Small Operation or Large Operation.

- **Small Operations** means that in cases where the EU funding covers up to €100,000, the operation will be considered as a Small Operation. In such cases, the draft budget methodology will be applied.
- **Large Operations** means that in cases where the EU funding covers more than €100,000, the operation will be considered as a Large Operation.

Throughout the Notes to Applicants document the term operation is referring to project. Subsequently, any reference to project in the Application Form is referred to as operation.

The IB shall publicise the calls through various media including local newspapers, websites and other media sources. In order to ensure the widest visibility possible, the IB will collaborate with stakeholders, particularly representatives of the business community, and other Government Entities when publicising the call for applications. The IB will also organise information sessions for prospective applicants, where information regarding the schemes, eligibility criteria and the application process will be given.

De Minimis Aid

The aid under this scheme is granted as de minimis aid 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. In terms of the provisions of this Regulation, 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.

Before filling in this application, applicants should first determine the amount of *de minimis* aid that the Undertaking has received / applied for in the reference period, in the ***de minimis***

Declaration Form which can be downloaded from <https://businessenhance.gov.mt/Forms.aspx?tE0CdQZCR0IJ0giubI5U5I+WlSaAYSFK>

In determining the amount of *de minimis* aid received by the Undertaking during the applicable reference period, the Applicant must take into consideration the following:

- The total *de minimis* aid approved and received by the enterprises making up the single Undertaking;
- Any state aid being applied for and / or *de minimis* aid pending approval;
- The amount of state aid applied for in the application being submitted under this Grant Scheme.

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.

Any *de minimis* aid received would have been notified to the Undertaking by the grantor in writing. In this regard, applicants are to upload a signed copy of the *de minimis* Declaration Form in Section 9 of this Application Form.

It is the responsibility of the Applicant to ensure that this declaration is correct and complete. Should it result otherwise, the operation application may be rejected or lead to an eventual recovery of funds subject to the applicable recovery rates as issued by the European Commission.

Application Process

Applications may only be filled in and submitted online through the SFD 14-20 application portal. It is important to note that the online Application Portal is customised to work best with the Google Chrome browser.

Registration and access to the online SFD 14-20 Application Portal

In order to apply, one must first register to the online SFD 14-20 application portal, accessible through: www.sfd.gov.mt/application. This process needs to be conducted by the person who will be developing the application on behalf of the Applicant Undertaking. This could either be an individual from within the Undertaking, e.g. an employee / Director / Legal Representative or the Applicant himself / herself in the case of Sole Trader / Self-employed, or an expert entrusted by the Undertaking for this purpose.

A registration window appears on screen as shown in Figure 1.

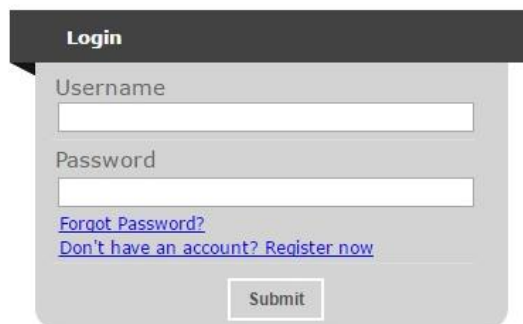


Figure 1: Registration Window

First-time Registrants need to register by clicking the “**Don’t have an account? Register now**” link. (Refer to Annex I “Registering for the first time” of this document for a more detailed step-by-step guide.)

Registered users can access the SFD 14-20 application portal by inserting their username and password details. (Refer to Annex II “Accessing the system” of this document for a more detailed step-by-step guide).

A user's **password can be changed** (if forgotten) by clicking on the "Forgot Password?" link. (Refer to Annex III "Requesting a change in password" of this document for a more detailed step-by-step guide).

Following registration, users can fill in and submit an online application form.

The Applicant's user credentials should not be shared. The system will not allow multiple users to login to the same account at the same time. For security reasons, if multiple users attempt to login to the same account at the same time, the account will be disabled.

Choosing the correct Call

Once the user account has been successfully created, the user will be directed to log into the System. After logging in, the user will be directed to the *home screen* (shown in Figure 2) and will receive an email containing the User Login and a link to activate the account.

Open calls	Programme	Start Date	End Date	
Call 1 - SME Internationalisation Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	10/10/2016 08:00:00	30/06/2023 12:00:00	New Application
Call 3 - Start-up Investment Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	01/02/2018 09:00:00	30/06/2023 12:00:00	New Application
Call 2 - SME Consultancy Services Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	17/02/2020 08:00:00	30/06/2023 12:00:00	New Application
Call 2 - SME Diversification and Innovation Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	01/01/2022 00:00:00	30/06/2023 12:00:00	New Application
Call 2 - e-Commerce Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	01/01/2022 00:00:00	30/06/2023 12:00:00	New Application

Call	Programme	Project	Reference	Confirmed	
Call 2 - SME Diversification and Innovation Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	Project Title		NO	View

Figure 2: Home Screen

The Home Screen is divided into two sections. The upper section lists the **Open Calls**, and includes a **'New Application'** button. The user is to identify the correct Call and click the **'New Application'** button to continue to the actual application form.

The lower section of the home screen contains the details of any application forms that would have been previously created by the user. For new users, the lower section will appear empty as there would be no application forms created yet.

Once an application form is created, the **'View'** button found on the homepage, will allow the Applicant to access the respective application form. It is relevant to point out that the system will allow the user to submit more than one operation under any open call. In such cases, the user should click on the relevant **'New Application'** button to create an additional application form if/and when required.

Once the button **'New Application'** is clicked, a new application is generated and a page as shown in Figure 3 opens up.

Figure 3: Selection of Priority Axis

This section will request the user to select the relevant **Priority Axis (PA)** and insert the **Project Title** and **Project Summary** accordingly.

The user is to click the **radio button** next to the available **Priority Axis**, in this case this would refer to '**PA 3 – Enhancing Malta’s competitiveness through investment in SMEs**'.

The Project Title is to be created by the user. The **Project Title** should be a concise description of the operation, and suitable to be retained as the permanent operation name. Ideally this should not be longer than ten (10) words. **Note: Once the ‘Create’ button has been clicked the field ‘Project Title’ cannot be amended.**

The Project Summary should be a short non-technical description of the proposed operation. This section will serve as a summary of the operation and therefore the information should be self-explanatory.

The **“Create”** button will allow the user to proceed to the next step. Once this button has been clicked the information is saved in the system.



There are also two icons at the top-right corner of the screen. These icons are visible in all of the application form screens. The 'Home' button will direct the user back to the home screen. The 'Person' button will give users the option to either change the password or sign out.

Should ICT technical support be required, kindly contact the MSD Unit on 25552635 or msd.eufunds@gov.mt.

Step by Step Guidelines to complete an Application Form

Section 1: Executive Summary

The Executive Summary (shown in Figure 4) is a collection of general data that reflects the operation at a glance.

1.1 - Executive Summary

Executive Summary					
Call	1				
Scheme	SME Diversification and Innovation Grant Scheme				
Priority Axis	PA 3 Enhancing Malta's competitiveness through investment in SMEs.				
Project Title	Project Title				
Project Summary	Project Summary				
Start Date		End Date			
Grant Requested					
Amount of Public Funding needed for the Project					
0					
Total Financial Plan					
Eligible	0	VAT Eligible	0	Total Eligible	0
Non Eligible	0	VAT Non Eligible	0	Total Non Eligible	0
				Total	0
Total Gozo Contribution Financial Plan					
Eligible	0	VAT Eligible	0	Total Eligible	0
Non Eligible	0	VAT Non Eligible	0	Total Non Eligible	0
				Total	0

Figure 4: Executive Summary

This section is cross-referenced with other fields in different sections of the application form. This means that **they will be automatically populated** by the system once the relevant fields of the application form have been filled in by the user. In fact, all the fields in this section, **apart from the 'Project Summary' field**, are all greyed out and therefore no input of data will be needed in this section.

The **Call** field will automatically show the **reference** of the respective call for applications.

The **Scheme** field will automatically show the title of the scheme - **SME Diversification and Innovation Grant Scheme**.

The **Priority Axis** field will automatically show the title of Priority Axis 3 – **PA3 Enhancing Malta’s competitiveness through investment in SMEs.**

The **Project Title** will automatically show the title of the operation as created by the user previously.

The **Project Summary** will automatically show the summary of the operation as created by the user previously. This is the only field of the Executive Summary that can be amended in this section.

Project Start Date refers to the date when the operation is envisaged to start (excluding drafting of the application form). This start date will be a provisional start date, as activities can only start after the signing of the Grant Agreement. This field will be automatically filled in by the system once the Applicant has completed **Section 4 – Financial Plan.**

Project End Date should reflect a realistic timeframe for the implementation of the operation and should not exceed 18 months from the date of the operation start date, by which date all activities are to be completed. This field will be automatically filled in by the system once the user has completed **Section 4 – Financial Plan.**

On the right hand side of the application form, Applicants will find 5 different function boxes: **Save, Print, Validate, Submit and Delete.**



Figure 5: List of Function Options

It is important to note that **'Saving'** the document does not mean that the application form has been submitted to the IB, but only that the information has been stored on the system. This means that the application form can still be updated/amended until the final version is submitted. If the user decides to sign out of the application form at any stage, the data which would have been saved will be retained. When the user decides to commence with completing the application form, by clicking the 'View' button in the homepage, the user will be redirected to the 'Executive Summary' section, which is the first section of the application form.

The **'Print'** function will allow the user to print the section that they are viewing. This will allow users to distribute the data internally without having to provide their credentials to third parties. **(Refer to Annex IV for further details on how to export the Application Form in excel, word or PDF).**

On the other hand, the **'Validate'** button should be used when the user wants to verify sections of the application form that have been completed. In order to confirm that the application form is being correctly filled in, it is recommended that sections are validated as soon as all the necessary information has been inputted. When the fields of the application

form are filled in incorrectly, or data is missing, upon clicking the 'Validate' button an error notification will appear at the top of the page. The error notification will specify what the error is so that the user can rectify and save accordingly. Therefore, when filling in an application in different stages, the user will be prompted by an error if the 'Validate' button is clicked, as there would still be sections not yet filled in the full application form. If no errors are given, then the information inputted can be considered to be correct. Users are reminded that any changes made to a previously validated section will need to be re-validated.

The '**Submit**' button will only be activated once all the sections have been validated. This function will result in the application being submitted for evaluation.

The '**Delete**' button will result in the permanent removal of an application from the SFD application.

On the left hand side of the application form, the user finds a list of all the sections of the application form. The user can navigate between the different sections by clicking the links shown in Figure 6.

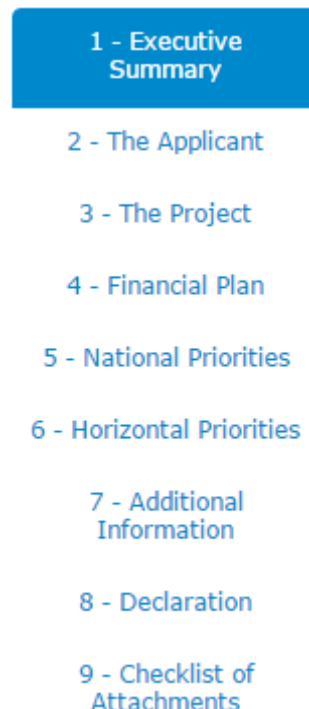
- 
- 1 - Executive Summary
 - 2 - The Applicant
 - 3 - The Project
 - 4 - Financial Plan
 - 5 - National Priorities
 - 6 - Horizontal Priorities
 - 7 - Additional Information
 - 8 - Declaration
 - 9 - Checklist of Attachments

Figure 6: List of Application Sections

Section 2: The Applicant

This section refers to the Applicant Undertaking that is seeking assistance through the Scheme.

Section 2 consists of three (3) sub-sections which are described in further detail below:

Section 2.1: Applicant Details

Applicant Details	
Legal Name of Applicant	<input type="text"/>
Authorized Representative	<input type="text"/>
ID No.	<input type="text"/>
Email Address	<input type="text"/>
Legal Form of Enterprise	<input type="text" value="Select an Option"/>
Registration/Identification No.	<input type="text"/>
Date established	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Phone number	<input type="text"/>
Vat Number	<input type="text"/>
Website address	<input type="text"/>
Project Manager	<input type="text"/>
I.D. No.	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>

Figure 7: Applicant Details

The section 'Applicant Details' is shown in Figure 7 and the respective data fields are to be filled in by the user as follows:

Legal Name of Applicant – The Applicant is to enter in this section its legal name that is:

- Limited Liability Companies – the name as defined in the Memorandum of Articles of Association;
- Partnerships and Co-operatives - the name outlined in the deed of partnership should be inserted in this section; and
- Sole trader/Self-employed persons - are to insert the name of the same self-employed person.

Authorised Representative – The Authorised Representative is an individual appointed by the applicant Undertaking to enter into agreements on its behalf as outlined in the Memorandum of Articles of Association or pursuant to a Declaration of the Board of Directors. In case where the Authorised Representative is not the person identified in the latest Memorandum of Articles of Association deposited with the Registrar of Companies and is nominated through a declaration, a copy of this Declaration is to be uploaded in **Section 9 of the Application Form**. In the case of Sole traders/Self employed this should be the name of the same self-employed person.

ID number – The identification number of the Authorised Representative is to be inserted. Do not include any characters other than **Numbers and one letter**.

e-mail Address – The e-mail address of the Authorised Representative is to be included.

Legal Form of the Enterprise – The user is to choose one of the options provided in the drop down menu (see Figure 8).

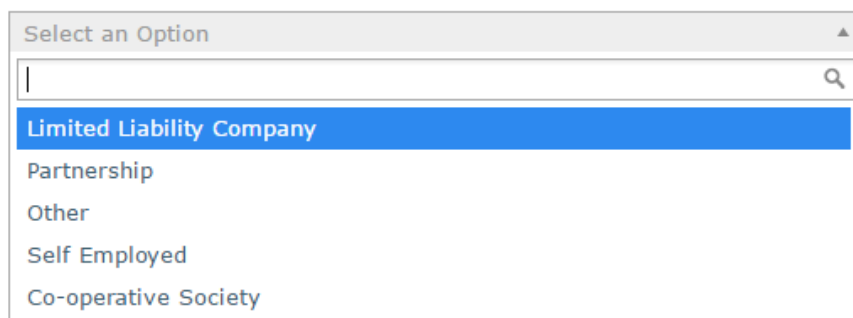


Figure 8: Legal Form of the Enterprise

If the user chooses **'Other'**, then the Legal Form of the enterprise is to be specified in the respective field.

Registration/Identification Number – The Registration/Identification Number is the official registration number of the company or partnership in terms of the Companies Act, Chapter 386 of the Laws of Malta or the respective legal framework under which the applicant enterprise is registered. In those instances where the Applicant is not registered under Chapter 386 of the Laws of Malta, the user is to upload the legal document constituting the Enterprise under **Section 9 of the Application Form**. **Sole Traders/Self Employed** should enter their Identity Card Number.

Date Established – The user is to specify the Date of Establishment of the enterprise through the following:

- a) for limited liability companies, the Establishment Date shall be the date of registration with the MBR;
- b) in the case of self-employed, shall be considered to be the date the person registered as a self-employed person with Jobsplus;
- c) in the case of partnerships, the establishment date shall be considered to be the date of the deed establishing the partnership;
- d) in the case of associations the date of the Statute establishing the association.
- e) In the case of co-operatives, the establishment date shall be considered as the date of the registration of the co-operative with the Co-operatives Board.
- f) In the case of others, the establishment date shall be considered as the date of registration of the organisation in terms of the applicable law of its establishment.

Registered Address – The user is to insert the registered address of the enterprise.

Post Code – Insert the respective Post Code.

Phone Number – Insert the phone number of the enterprise.

VAT number – Insert the VAT number of the enterprise.

Website address – Insert the website address of the enterprise. In case the enterprise **does not** have a website, kindly input 'Not Applicable' in the field.

Project Manager – The Project Manager is the person responsible for the implementation of the operation. Only **ONE** Project Manager can be responsible for the operation at any one time, even if the operation is composed of different activities.

ID number – The identification number of the Project Manager is to be inserted.

Position within Enterprise – The user must provide the Project Manager's position within the enterprise. In case the Project Manager is someone external to the applicant enterprise, then this is to be specified accordingly.

Phone number – Enter the contact number of the Project Manager.

E-mail address – Enter the e-mail address of the Project Manager.

Confirmation by Applicant

Users are to note that when Section 2.1 is filled with the relevant details and validated, a notification email shall be sent to the Applicant to confirm the application. Unless the Applicant confirms the application, the system will not enable submission of the application.

The Applicant needs to indicate the **Size of Undertaking**. The Size of the Undertaking is based on Annex I Commission Regulation (EC) No 651/2014 of 17 June 2014. The regulation can be found here:

<http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1404295693570&uri=CELEX:32014R0651>

For more detailed information one may access the online '**User guide to the SME definition**' from

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

Basing on the aforementioned regulation, users are to primarily determine the Linked and Partner enterprises and subsequently fill in the details of the respective enterprises accordingly as shown in figures 9 and 10. If any of the Linked and Partner enterprises is represented by either a Trustee or Fiduciary, a declaration by each Trustee or Fiduciary is to be uploaded in **Section 9 of the Application Form**. Any Linked and Partner enterprises listed in the declarations provided by the Trustee or Fiduciary are to be listed together with the other Linked and Partner Enterprises. Should one need more space where to add any Linked and/or Partner enterprises one can do so by clicking on the 'Add another enterprise' button under the respective tables.

In case an Applicant is an Autonomous Undertaking, the user is to insert the words 'Not Applicable' in the first row of the respective tables and a '0' under the column 'Shareholding %'. This will enable the proper saving and validating of data.

Enterprise Name	Registration Number
CRK Ltd.	C99999

Add an enterprise

Figure 9: Linked Enterprises

Enterprise Name	Registration Number	Shareholding %
CRK Ltd.	C99999	25

Add an enterprise

Figure 10: Partner Enterprises

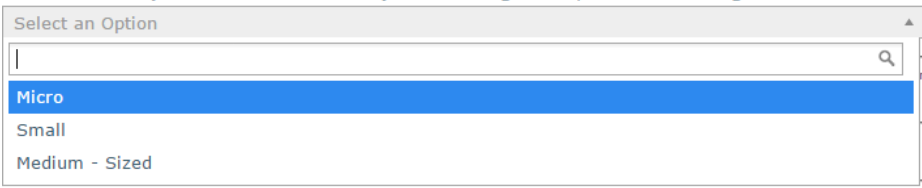
One needs to then determine the size of the Undertaking by calculating the Headcount, Turnover and Balance Sheet Total of the Applicant enterprise. This should be done by following the steps explained in the ‘**User guide to the SME definition**’. For easier reference an excel sheet has been created to assist in determining the Size of the Undertaking and this can be accessed from: <https://businessenhance.gov.mt/Publications.aspx?tEOCdQZCROIXrrVIEzwN+IIUwU+CysZq>

The table below also acts as a guideline on how the Undertaking size can be determined.

Company 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

Following these workings, the user is to then select one of the options from the list provided (refer to Figure 11) to specify the size of the Undertaking.

In line with the provisions of the above quoted EC Regulation, the Undertaking is:



Select an Option

Micro

Small

Medium - Sized

Figure 11: Size of Undertaking

Following the completion of this segment the user must save the application form by clicking on the **'Save'** button found on the right hand side of the screen in order to populate the drop down function found in the next question.

It is essential for all the fields in this section to be completed for the validation to go ahead.

Applicants are to provide a copy of the **Audited Financial Statements and/or the Management Accounts** dated within the two financial years prior to the year of submission of the application for the applicant enterprise and all the linked and partner enterprises as specified in the Guidance Notes for the Grant Scheme:

- 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 Registry of Companies.

With the respect to the last financial year, the applicant enterprise is to submit a copy of the detailed (not abridged version) of the Audited Financial Statements or the Management Accounts (Profit & Loss Statements/Income Statement and Balance Sheet/Statement of Assets and Liabilities) certified by a Certified Public Accountant. The abridged version may be submitted with respect to the previous year.

In the case of linked and partner enterprises with an obligation to present Audited Accounts/Annual Accounts at the Registry of Companies in terms of the Companies Act (Chapter 386 of the Laws of Malta) no documentation need to be presented subject to the condition that the last Audited Accounts/Annual Accounts declared are not earlier than for the two financial years prior to the year of submission of the application.

In the case of a Start-up established not over 2 years from the date of application 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 Certified Public Accountant.

In the case of a Sole Trader/self-employed a copy of the Income Tax Return for the last two years certified by a Certified Public Accountant.

Where required, accounts are to be uploaded through the **Enterprise Accounts** form found at the end of section 2.1.

In order to upload accounts, one is to first select whether the accounts that are going to be uploaded are for the Applicant, or for a Linked or Partner enterprise. The relevant Enterprise names will be then made available in the dropdown list and the appropriate Enterprise is to be chosen accordingly. This dropdown list is populated from the information provided earlier in section 2.1. The accounts files are then to be uploaded by clicking on the Choose File button which will open a window through which the documents can be uploaded. One should note that the annual accounts should be saved in one *.pdf* document or in a *zip* file. When the information has been filled and the correct accounts files chosen, the User can then choose to save the information by clicking on the 'Save Account' button found on the bottom left of the form. When one is to upload the accounts for both years, choose Accounts 1 for the first year and Accounts 2 for the second year respectively then save the information for both files at the same time. Once the form has been saved, one can add the account details of additional linked or partner enterprises by redoing the process.

In order to delete any previously saved entries one must first select the saved entry and then click on the 'Remove Account' button found at the bottom of the form. It is important to be sure before deleting entries as any deleted entries will not be recoverable.

In order to clear the form from any details entered before saving, one can click on the 'Clear' button which is found on the bottom right of the form.

Alternatively, to change a single uploaded file simply click on the respective Enterprise Name, once the entry is highlighted in blue click on the 'Choose file' button where the original file was uploaded, the line will still read 'No file chosen' as this does not reflect previously uploaded documents, however, you can still upload the new file which will replace the previously uploaded one. Once the new file has been chosen click on the 'Save account' button. To check whether the new file was uploaded click on the respective Enterprise Name, once the entry is highlighted in blue click on the View document button next to either Accounts 1 or Accounts 2, depending on where the document was uploaded. The saved file will be downloaded to your pc.

The screenshot shows a web form titled "Enterprise Accounts". At the top is a table with two columns: "Enterprise Name" and "Enterprise". Below the table are several empty rows. Under the table, there are radio buttons for "Applicant", "Linked", and "Partner", with "Applicant" selected. Below that is a dropdown menu for "Enterprise Name" with the text "Select an Option". There are two rows for attaching accounts: "Attach Accounts 1" and "Attach Accounts 2". Each row has a "Choose File" button, a text field containing "No file chosen", and a "View Document" button. At the bottom of the form are three buttons: "Save Account", "Remove Account", and "Clear".

Figure 12: Enterprise Accounts

When uploading files, Applicants need to ensure that no commas (,) are in the file name.

Section 2.2: Applicant's core business activities

NACE Code – The user is to insert the digits of the NACE code describing the commercial activity of the enterprise. Automatically, the respective description of the activity linked to the particular NACE code will show in the space provided.

Applicants are to note that the NACE classification of an enterprise is usually available in the VAT Information Sheet received together with the VAT Certificate issued by the Commissioner for Revenue. In this regard, enterprises are to ensure that the NACE Code in this VAT Information Sheet truly reflects their actual primary economic activity.

In those cases where applicants do not have such document, they may seek guidance from the Business Register at the National Statistics Office (NSO) in writing in order to determine the respective NACE Code.

NSO Business Register:

Tel: 2599 7359

E-mail: br.nso@gov.mt

As evidence of the applicant enterprise NACE Code, one is to submit either a copy of the VAT Information Sheet or a copy of the communication between the applicant and NSO in Section 9.1 of the application form as *Supporting Documents*.

As for start-up enterprises not yet having a VAT Information Sheet in hand, or any other enterprise which in line with VAT regulation are not issued a VAT number by the Commissioner for Revenue, these are requested to determine their respective NACE classification by referring to the NACE Rev. 2 classification which is available online.

In this section, one is to provide further details on the core business activities in which the enterprise is engaged in and provide a background description of the enterprise and its operations. (Max 5,000 characters)

Section 2.3: Past Investment Initiatives

In this section, one is to indicate whether the Applicant has or is currently implementing any investment initiatives. These may include operations funded through public sources such as

EU and National funds, or privately funded operations. In providing details of such initiatives, the user should only include initiatives implemented within the past **5 years** (from date of application). The user is to provide all relevant details as shown below.

Past Investment Initiatives

Title of Investment	Source of Financing	Project Outcome	Total Investment Cost €

Title of Investment

Description of the Investment

Source of Financing

Total Investment Cost €

Project outcome

Figure 13: Past Investment Initiatives

Applicants are to insert data in the lower fields (See figure 13). The data to be inputted includes the **“Title of Investment”**, **“Description of the Investment”**, **“Source of Financing”**, **“Total Investment Cost €”** and **“Project Outcome”**. The upper fields are cross referenced and will be automatically filled in once details are inserted in the lower fields and the **“save experience”** button is clicked.

There is no limit to the number of initiatives that can be recorded in the system. This is described in more detail below.

This section provides three buttons with the following functionalities: to **save the experience**, to **remove the experience** and to **clear the text**. Their function is explained below:

- The **'Save Experience'** button will allow the Applicant to save the data that was inserted in the lower part of the section. Once the button is clicked, the relevant information will also appear in the upper part of the section. After clicking the 'Save Experience' button applicants can re-do the process to add additional experiences.
- The **'Remove Experience'** button will allow the Applicant to remove details of any experiences which might have been saved in the system. Applicants should be careful using this functionality because any deleted record cannot be retrieved. In order to remove an experience the Applicant must click on the enterprise's name (on the upper part of the section) and then click on the 'Remove Experience' button at the bottom.
- The **'Clear'** button has two functions:
 - a) Pressing clear when data is inserted in the fields but is not saved will clear such fields automatically
 - b) If the Applicant selects any of the already saved experiences, by pressing clear, the selected experiences will be removed.

A **blank entry** signifies that the Applicant has **no previous experience in the implementation of investment initiatives**. This section may be left blank, however, if any details are inserted all fields will become mandatory.

At this stage of the application it is recommended that the Applicant fills in the De Minimis Declaration form. The aid under this scheme is granted as *de minimis* aid 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 compilation of the de minimis declaration form as per Annex V facilitates the identification of the maximum amount of de minimis aid that the Applicant may apply for under this Grant Scheme.

Section 3: The Project

Section 3.1: Project Details

This section introduces the Applicant Undertaking to the operation itself. The application will automatically show the Specific Objective that the call is tied to as shown in figure 14.

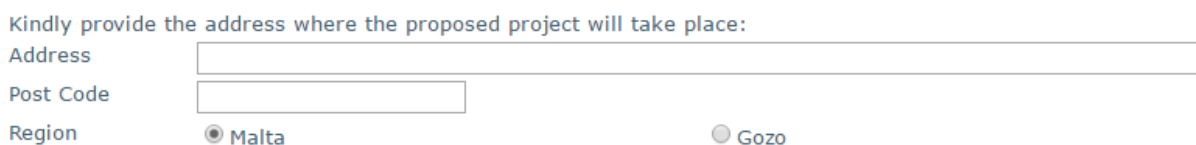


Specific Objectives	
<input checked="" type="checkbox"/>	Creation of employment opportunities through the provision of infrastructure, financial incentives as well as support services.

Figure 14: Specific Objective

Location of project

The user is required to specify the **address** where the proposed intervention will take place. In this regard, the address and post code are to be inserted in their respective fields, whilst one option from 'Malta' or 'Gozo' is to be selected from the provided options.



Kindly provide the address where the proposed project will take place:

Address

Post Code

Region Malta Gozo

Figure 15 Project Address

Section 3.1.1: Proposed Investment Initiative

In this section one needs to specify the outcome of the initiative being proposed and for which assistance is being sought. When choosing the outcome, the applicant should keep the following definitions in mind:

Investment in tangible or intangible assets related to the diversification of the output of an establishment means that the output of the Undertaking resulting from the diversification investments results in products not previously produced in the establishment. The important condition for qualifying a "diversification" operation is that the products were not produced in that establishment before the implementation of the assisted operation. The "product" is not defined by reference to NACE codes. It is pertinent to note that in some cases the activities resulting in the new product/s would still fall under the same NACE class i.e. four digit numerical NACE code.

Investment in favour of a new economic activity* means investment in tangible or intangible assets relating to the diversification of the activity of establishment, under the condition that the new activity is not the same or a similar activity to the activity previously performed in the establishment.

Investment in the form of a fundamental change in the overall production process of an existing establishment means the implementation of a fundamental (as opposed to routine) process innovation. The simple replacement of individual assets without fundamentally changing the overall production process constitutes a replacement investment and does not qualify as a fundamental change of an overall production process, and the eligible costs must exceed the depreciation of the assets linked to the activity to be modernised in the course of the preceding three fiscal years.

Significantly improved product/service are products that have significant improvements in their technical specifications, when compared to those already offered by the Undertaking which was brought about through the use of improved components and/or materials, the adoption and integration of more advanced technology, or have improved functional characteristics.

Applicants are required to select the relevant outcome from the available list of 5 options (See figure 16).

The investment in Tangible and Intangible assets identified in the proposal will lead to:

- The diversification of the output of an existing establishment into products or services not previously produced by the establishment.
- The implementation of a fundamental change in the overall production process of an existing establishment.
- A new economic activity related to the diversification of the activity of the establishment, under the condition that the new activity performed is not the same or a similar activity to the activity previously performed in the establishment.
- The adoption of solutions that lead to the development of a significantly improved product or service.
- The acquisition and integration into the business operation of solutions that are new or significantly advanced than those currently in use by the Undertaking.

Figure 16: Outcome of initiative

***Users should note that in case the third option is selected, meaning that the Applicant intends to invest in a new economic activity related to the Diversification of the activity of the establishment, under the condition that the new activity performed is not the same or a similar activity to the activity previously performed in the establishment, the user is to define which activity the Applicant will be engaging in by clicking on the relevant radio button.**

Actions related to the Diversification of the activity of the establishment will result in the Undertaking engaging in:

- The production, manufacture, improvement, assembly, preservation, processing of goods, materials, commodities, equipment, plant machinery.
- Biotechnology, Pharmaceuticals and Life Sciences.
- Research and Technological Innovation.
- The repair, overhaul or maintenance of pleasure crafts, yachts having less than 100gt, aircraft engines or equipment incorporated or used in such vessels or aircraft.
- Information and Communication Technology (ICT) development activities, software development.
- Eco-innovations and environmental solutions.
- The creation of tourism products and services as a result of networks created between traditional tourism service providers and the crafts and artisan sector.
- The development and provision of tourism products and services related to emerging niche markets.
- The development and provision of tourism products and services related to the promotion of natural and cultural heritage.
- The development and provision of tourism products and services related to social tourism with specific focus on senior tourists, accessible tourism and active ageing.
- The development of innovative concepts, products and services offered by Boutique Hotels and Palazzini.
- The development, and/or provisions of E-health solutions.
- The development and provision of services and products promoting healthy living.
- The development and provision of services and products promoting active ageing.
- The development and provision of services and products related to child-day care.
- The development and creation of crafts and artisan products.
- Retail activities by self-employed and family businesses engaged in craft.
- The introduction of products/services that can be marketed and distributed internationally and which are typically more advanced than those prevailing in their respective industry in terms of technology, know-how and skills.

Figure 17: New Activity as a result of Diversification of the Activity

The applicant is to then identify (by ticking the appropriate entry) whether the application is being submitted for a **Small Operation** or a **Large Operation** (see Figure 18).

- The aid intensity for Small Operations is set at 50% with a maximum grant value of €100,000.
- The aid intensity for Large Operations is set at 50% with a minimum grant value of more than €100,000. The Project Selection Committee has the discretion to query the costs presented by the Applicant and determine whether a Large Operation should be considered as a Small Operation, following clarifications from the Applicant.

The investment in Tangible and Intangible assets shall be implemented through a:

- Small Operation
- Large Operation

Figure 18: Small or Large Operation

Following this, the user must give a description of the proposed operation, specifying its main characteristics and what it is proposing to attain. In line with the Business Plan, one is to identify what the operation intends to achieve and how the enterprise will benefit from this action.

Impact on enterprise should funding not be secured

Describe how the Undertaking would be affected if the operation funding is not secured. The user may refer to examples such as, amongst others, the eventual downsizing of the operation, the possibility of implementing the planned activities over a lengthier timeframe by postponing activities to a later date or opting not to implement these activities altogether. (Max 5,000 characters)

Section 3.2: Project Excellence

The Applicant is to describe the excellence of the operation by **describing the main characteristics of the proposed operation**, in terms of:

a. The holistic nature of the project.

Specify how the proposed initiative is **holistic in nature**, outlining the synergy between the different activities to be undertaken through the operation and any other complementary activities. Applicants must demonstrate how the proposed operation fits in the Undertaking's overall business strategy, and the extent to which this is addressed by the operation. (Max 5,000 characters)

b. The level to which the project is proposing products and/or services that are more advanced than those present in the market.

In this section, the user is **to** describe the extent of the novelty and the technology level of the proposed products and/or services. This will assist not only to determine the level of diversification that the operation will present to the enterprise, but also to the market, and the level of potential success of the proposed initiative.

One should describe the extent to which the operation seeks to exploit the potential of the Undertaking by optimising networking opportunities, and securing or strengthening its presence in the global market. One is to use data from the Business Plan to highlight the state of preparedness of the Undertaking to take up internationalisation initiatives. (Max 5,000 characters)

c. How ambitious the project is and if it is addressing an identified gap in the market for the specific sector.

Applicants should indicate the extent to which the operation will be addressing gaps in the enterprise's specific sector. Using data from the Business Plan the user should focus on the novelty of the concepts and new approaches to be introduced by the operation, and how ambitious the proposed activities are in relation to tangible objectives. (Max 5,000 characters)

Section 3.3: Project Impact and Sustainability

In this section the applicant should outline the operation's impact on the enterprise in terms of:

a. Potential future growth and sustainable economic viability leading to long term market resilience.

One must describe how the operation will impact its potential **future growth** and the **sustainable economic viability** of the enterprise. Applicants should make reference and extract information from the business plan, with reference to timelines, projections, etc. (Max 5,000 characters)

b. Retention of present employment and potential future increase in employment.

In this section describe the impact that the operation will have on the **retention of current jobs** in the enterprise and the **potential to create new job opportunities**. Reference should be made to Full Time Equivalent (FTE) data and take into account a reference period up to three (3) years following the completion of the operation. The user should include projections, forecasts and timelines identified in the Business Plan. Reference should also be included to the potential percentage increase in employment (number of FTE) in relation to the present staff complement. (Max 5,000 characters)

c. Improvements in the Undertaking's business model.

The user must define how the **business model will improve** as a result of the operation. Using data from the Business Plan, elaborate on how, as a result of the proposed operation, the Undertaking will realise a more sustainable business model. This should include projected outcomes to achieve this business improvement. (Max 5,000 characters)

Section 3.4: Project Quality and Efficiency of Implementation

a. Identify the level of management and control systems in place.

The work plan should include an outline of the **level of management and control systems**, including any internal standards and systems that are in place within the enterprise, and the **methodologies** to be adopted during the implementation of the proposed operation. The user should present any documented methodology it might have in place (this does not necessitate certified quality standards, but a documented methodology that offers assurance through checks and balances), and upload it in **Section 9 of the Application Form**. (Max 5,000 characters)

b. Level of Private Match Financing and additional investment addressing complementary actions.

The user must provide evidence of the source and **level of Private Match Financing** to see this operation through. This should include whether the source is in the form of Private Equity, from the Applicant's own financial resources, bank loan, crowd funding, or others.

The user is requested to describe any **complementary actions** that the Undertaking will be engaging in or implementing in tandem to the proposed operation. A detailed description of these actions should be provided and defined in terms of how they will **add value to the operation**. Any supporting documentation is to be uploaded in **Section 9 of the Application Form**. (Max 5,000 characters)

c. Describe the level of capacity and allocation of resources towards the project.

The user must identify the **level of capacity** and **resources** that will be allocated to the implementation of the operation. Reference should be made to both the human and operational resources that the Applicant has and how these will be used during operation implementation. One should describe how the operation's activities will be operated and maintained after the operation's completion, specifying the structures that are, or will be put, in place to implement the planned investment.

The **roles and functions** of any identified personnel must also be defined in relation to the proposed operation. (Max 5,000 characters)

Section 3.5: Project Risk Assessment

a. Identify and describe any risks that might impact the implementation of the project and indicate the probability of these risks happening.

Applicants should indicate the **identified risks**, the **level of risk** the proposed operation is exposed to and the **probability** of these risks happening. (Max 5,000 characters)

b. How do you intend to mitigate these risks?

Applicants should take into account all the risks which have been considered and describe what measures will be set up to ensure that these **risks are minimised**. (Max 5,000 characters)

Section 4: Financial Plan

The operation proposal must include a comprehensive budget breakdown. In this section, which is shown in figure 19, the user is to choose the activity (from a pre-defined list), insert a sub-activity in relation to the activity, and then for each respective sub-activity one is to insert a start date and end date, describe the sub-activity, insert any comments, and define the budget in the provided fields accordingly. The total costs of the operation will be automatically calculated through the summation of costs of all the Sub-activities inserted by the user. This is further explained field by field below.

4.1 - Financial Plan

Activities Financial Plan

Activity	Sub-Activity	Total Eligible (€)	Total Non-Eligible (€)
Total (€)		0	0

Activities

Equipment/Machinery/Plant

Sub-Activity

Investment Priority

3d - Supporting the capacity of SMEs to grow in regional, national and

Start Date

End Date

Describe

Comments

Financial Plan

Elig.	<input style="width: 80%;" type="text"/>	VAT Elig.	<input style="width: 80%;" type="text"/>	Total Elig.	<input style="width: 80%;" type="text"/>	
Non Elig.	<input style="width: 80%;" type="text"/>	VAT Non Elig.	<input style="width: 80%;" type="text"/>	Total Non Elig.	<input style="width: 80%;" type="text"/>	
					Total	<input style="width: 80%;" type="text"/>

Gozo Contribution Financial Plan

Elig.	<input style="width: 80%;" type="text"/>	VAT Elig.	<input style="width: 80%;" type="text"/>	Total Elig.	<input style="width: 80%;" type="text"/>	
Non Elig.	<input style="width: 80%;" type="text"/>	VAT Non Elig.	<input style="width: 80%;" type="text"/>	Total Non Elig.	<input style="width: 80%;" type="text"/>	
					Total	<input style="width: 80%;" type="text"/>

Save Financial Plan

Remove Financial Plan

Clear

Figure 19: Section 4

When filling in the Financial Plan users are to follow the indications below depending on whether they intend to submit an application for a Small Operation or a Large Operation.

Section 4.1 (a): Financial Plan – Small Operations

The user should select only one Activity from the drop-down menu under the ‘Activities’ field. The activity to be chosen is the ‘Supply of Equipment/Plant and Machinery’ (see figure 20).

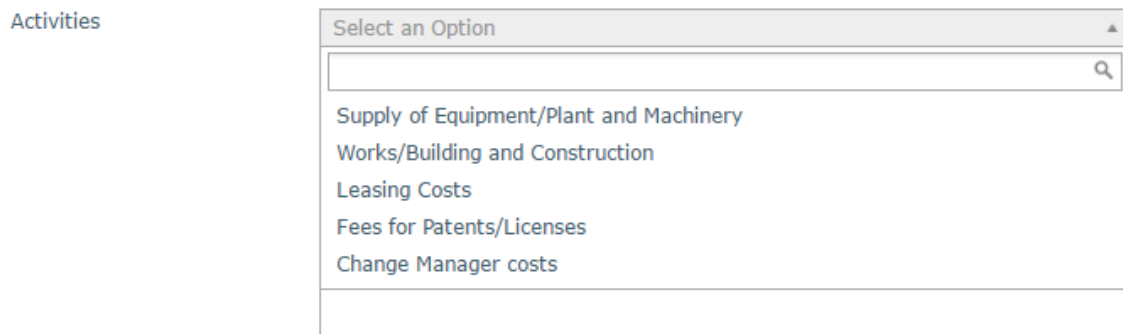


Figure 20: Selection of Activities

Important notes re category of activities:

1. **Equipment/Plant and Machinery** – This cost category should be defined in line with the applicable accounting standards and will need to be recorded in the fixed asset register accordingly.

Investment Priority (IP)

The **Investment Priority (IP)** that is set with the call (in this case ‘3a’ as shown in figure 21) and which is relevant to the operation will be included automatically with every Sub-activity listed.

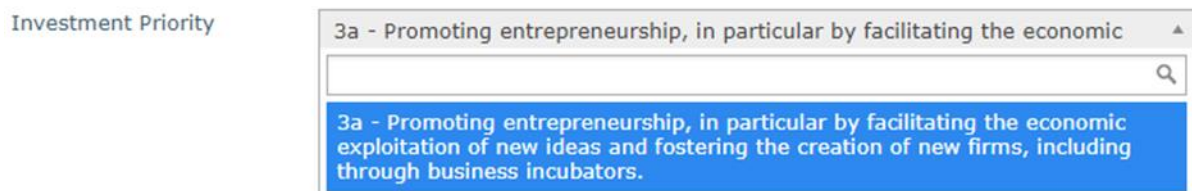


Figure 21: Investment Priority

Start and End date

The user is to insert the start and end date for the operation by choosing the dates from the automatic calendar that pops up when the field is clicked on.

In determining the earliest start date for activities, Applicants are to give due consideration to the fact that 'start of works' may not initiate prior to the award of the grant i.e. signing of the Grant Agreement. The signing of the Grant Agreement may only take place following the conclusion of the evaluation process of the applications received by the cut-off date.

Operations should be concluded by 30 June 2023.

If an activity is saved to the financial plan with an incorrect date, the user should delete the activity from the financial plan and re-enter the activity with the correct data.

Description of the Activity/sub-activity

The Applicant is requested to concretely **describe** what the operation entails and define the implementation of the operation. Reference should be provided to the annexed documents with information on the list of cost items and respective quotations provided.

Comments

If the Applicant does not have any comments, then 'Not Applicable' is to be inserted.

Financial Plan

Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>

Figure 22: Financial Plan

In this section, for Small Operations, the user should specify the total average costs (in EUR) of the all the equipment, plant and/or machinery needed for the operation in the field marked

as 'Eligible' as provided. (Refer to Annex VII "List of all Cost Items Form" and Annex VIII "Details of each Cost Item Form" of this document for more information). Users should note that only digits should be inputted in the identified space. No characters such as 'comma' or € sign is to be entered. All the other fields are to be left empty.

The **Gozo Contribution Financial Plan** will be greyed out if the user did not provide an address in Gozo in Section 3.1 of this application. On the other hand, if an address in Gozo was provided the user will need to fill out both the 'Total Financial Plan' section and the 'Gozo Financial Plan' section with the same information.

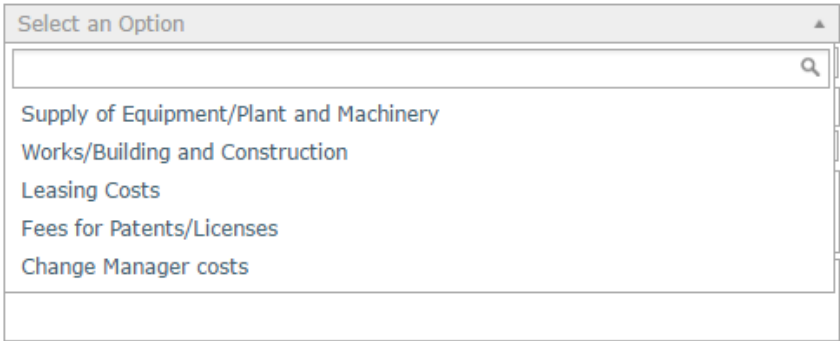
When all information has been inputted, click on the 'save' button at the bottom of the screen. Once the details have been saved, these will show up at the top part of the Financial Plan and additional Sub-activities can then be added by using the same process.

Section 4.1 (b): Financial Plan – Large Operations

The user should select the relevant Activity that will be implemented from the drop-down menu under the 'Activities' field. To limit errors, this menu will provide a pre-determined list of activities that are eligible under this Scheme (see figure 23).

When adding activities to the financial plan, Applicants are to keep in mind that these should be itemized. Sub-Activities should not be batched together under one activity, instead the Applicant should create an Activity for every Sub-Activity that one intends to include in the financial plan.

Activities



Select an Option

Supply of Equipment/Plant and Machinery

Works/Building and Construction

Leasing Costs

Fees for Patents/Licenses

Change Manager costs

Figure 23: Selection of Activities

Important notes re category of activities:

1. **Equipment** – This cost category should be defined in line with the applicable accounting standards and will need to be recorded in the fixed asset register accordingly.
2. As per Guidance Notes, costs for each of the identified activities: ‘Works/Building and Construction’, ‘Leasing/Rental Costs’ and ‘Fees for patents/licenses’, are not to exceed 10% of the total eligible expenditure of equipment costs.
3. **Change Manager** - The Change Manager cost is only applicable to Applicants who choose one of the following options in Section 3.1.1:
 - The Diversification of the output of an existing establishment into products or services not previously produced by the establishment
 - The implementation of a fundamental change in the overall production process of an existing establishment
 - A new economic activity related to the diversification of the activity of the establishment, under the condition that the new activity performed is not the same or a similar activity to the activity previously performed in the establishment.

The maximum eligible expenditure for the Change Manager over 18 months is capped at €45,000. Where the implementation of the operation or employment of the Change Manager is less than 18 months this capping is to be calculated pro-rata.

Investment Priority (IP)

The Applicant will also be presented with an **Investment Priority (IP)** that is set with the call and which is relevant to the operation as shown in figure 24. The IP will be included automatically with every Sub-activity listed.

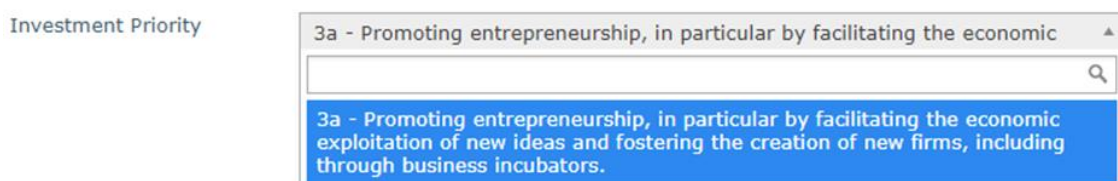


Figure 24: Investment Priority

Start and End date

The user is to insert the start and end date for each Sub-activity by choosing the dates from the automatic calendar that pops up when the field is clicked on.

In determining the earliest start date for activities, Applicants are to give due consideration to the fact that 'start of works' may not initiate prior to the award of the grant i.e. signing of the Grant Agreement. The signing of the Grant Agreement may only take place following the conclusion of the evaluation process of the applications received by the cut-off date.

Operations should be concluded by 30 June 2023.

If an activity is saved to the financial plan with an incorrect date, the user should delete the activity from the financial plan and re-enter the activity with the correct data.

Description of the Activity/sub-activity

The Applicant is requested to concretely **describe** what each sub-activity entails, and define the implementation of that sub-activity.

Comments

Applicants are to provide any comments that may be deemed necessary such as reference to item specifications or clarifications in relation to any ineligible costs that may still be necessary for the operation implementation. If the Applicant does not have any comments, then 'Not Applicable' is to be inserted.

Financial Plan

Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>

Figure 25: Financial Plan

In this section, the user should specify the costs (in EUR) in the fields provided. Users should note that the amounts entered should not contain any characters such as 'comma' but only figures, so that for example an amount of '€20,000' would be simply entered as '20000'.

The '**Eligible**' costs are to be inserted in the respective field. The VAT for both eligible and non eligible costs is to be invariably inserted in the '**VAT Non Eligible**' field.

The '**Non Eligible**' costs indicated under this section need to reflect any expenditure (excluding VAT) related to that Sub-activity but which is ineligible for funding as specified in the scheme Guidance Notes.

The **Gozo Contribution Financial Plan** will be greyed out if the user did not provide an address in Gozo in Section 3.1 of this application. On the other hand, if an address in Gozo was provided the user will need to fill out both the 'Total Financial Plan' section and the 'Gozo Financial Plan' section with the same information.

When all information has been inputted, click on the 'save' button at the bottom of the screen. Once the details have been saved, these will show up at the top part of the Financial Plan and additional Sub-activities can then be added by using the same process.

Section 5: National Priorities

Section 5.1: National Priorities

In this section, the user is to link the operation with National Policies so as to show how this proposal supports the national framework aimed at improving the business environment and the competitiveness of the industry. (Max 5,000 characters)

Applicants are encouraged to link their operations with policies of particular interest and relevance to the SME Diversification and Innovation Grant Scheme and the particular sectors in which the Applicant operates such as, amongst others, the:

- Small Business Act for Europe;
- Small Business Act Malta;
- Europe 2020 Strategy with the flagship initiative being ‘An integrated industrial policy for the globalization era’;
- Draft National Tourism Policy 2015-2020;
- Digital Agenda for Europe;
- Digital Economy for Malta;
- National Research and Innovation Strategy 2020

In the box below, please indicate whether the Project will be contributing towards National Priorities for Malta as identified in official documents.

Figure 26: National Priorities

Section 6: Horizontal Priorities

Section 6.1: Horizontal Priorities

In this section, one is required to demonstrate how the operation effectively integrates the Operational Programme's horizontal priorities.

Applicants are therefore to show that that they have considered **environmental sustainability** issues at all stages of the design of the operation. Environmental sustainability should be considered also in relation to economic growth and social cohesion as these are related to and dependent on each other. Applicants should refer to the 'Sustainable Development Strategy for the Maltese Islands 2007-2016' and the 'Sustainable Development Act' with special focus on environmental sustainability, to identify how the operation has been structured to ensure that environmental sustainability issues will be mainstreamed throughout the operation's aims and operation.

One must also define how **equal opportunities**, in its broadest sense, have been considered at all stages of the design of the operation. Steps should be taken to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, design and implementation of the operation. Operation applicants are encouraged to mention how it will be ensured that equal opportunities will be integrated in the operation. (Max 5,000 characters)

Further information may be sought from the following entities:

Ministry for the Environment, Energy and Enterprise (MEEE)	National Commission for the Promotion of Equality (NCPE)	Commission for the Rights of Persons with Disability (CRPD)
Directorate for Sustainable Development Email: sustainabledevelopment@gov.mt	Gattard House National Road Blata l-Bajda HMR 9010 Tel: 2295 7850 Email: equality@gov.mt	G5 Offices Psaila Street Birkirkara, BKR 9078 Tel: 2226 7600 Email: helpdesk@crpd.org.mt

Section 7: Additional Information

Section 7.1: Additional Information

In this section the user is required to provide any additional information related to the previous sections which are deemed relevant. Applicants are requested to make reference to the specific sections by listing the sub-section number for ease of reference. (Max 5,000 characters)

Section 8: Declaration

Section 8.1: Declaration Form

The declaration form is to be signed and dated by the Authorised Representative of the Applicant. This should either be the legal Representative as determined in the Memorandum of Articles of Association or as authorised further to a Declaration of the Board of Directors. In the case of a Sole Trader/Self Employed, the Applicant is required to sign the declaration himself/herself.

It is important that the Declaration form is signed in blue ink.

A soft copy of this declaration form is to be uploaded under **Section 9 of the Application Form**, whilst the hard copy is to be filed for future reference.

If the information given in the application form is found to be false or deliberately misleading, any EU Funds awarded may be withdrawn and any funds paid may be recovered from the Undertaking.

Under this section applicants may also save a copy of the application form in PDF format. **Refer to Annex VI for further details on how to generate the document in PDF format.**

Section 9: Checklist of Attachments

It is the responsibility of the Applicant to ensure that **all** the necessary documents mentioned throughout this document and the respective Guidance Notes are uploaded in this section of the application. For ease of reference a checklist has been provided in the application form.

After accessing the relevant uploading Section, titled 'Checklist of Attachments', the application form displays an information table containing details of the type of **document**, the name of the **uploaded file** (the column will be empty until a file is uploaded), a '**Choose File**' button, a '**View**' button and a '**Remove**' Button.

When uploading files, Applicants need to ensure that no commas (,) are in the file name.

9.1 - Checklist of Attachments

Documents Checklist					
Document	Uploaded File				
Declaration Form		Choose File	No file chosen	View	Remove
Business Plan		Choose File	No file chosen	View	Remove
De Minimis Declaration Form		Choose File	No file chosen	View	Remove
VAT Compliance Certificate		Choose File	No file chosen	View	Remove
Income Tax Compliance Certificate		Choose File	No file chosen	View	Remove
Final Settlement and of Social Security Contributions Compliance Certificate		Choose File	No file chosen	View	Remove
NACE Code Confirmation		Choose File	No file chosen	View	Remove
Proof of Match Financing		Choose File	No file chosen	View	Remove
List of all Cost Items Form and Details of each Cost Item Form/s (only for Small Operations)		Choose File	No file chosen	View	Remove
Evidence of Market Testing (only for Large Operations)		Choose File	No file chosen	View	Remove
Declaration of Authorization		Choose File	No file chosen	View	Remove
Certificate of Registration		Choose File	No file chosen	View	Remove
Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise		Choose File	No file chosen	View	Remove
Audited Financial Statements and/or the Management Accounts		Choose File	No file chosen	View	Remove
Copies of any Necessary Permits		Choose File	No file chosen	View	Remove
Declaration by Trustee or Fiduciary		Choose File	No file chosen	View	Remove
Add supporting document					

Figure 27: Checklist of Attachments

List of mandatory documents

The Applicant is required to upload the following mandatory documents with the application:

- Declaration Form
- Business Plan
- De Minimis Declaration (Refer to **Annex V**)
- VAT Compliance Certificate
- Income Tax Compliance Certificate
- Final Settlement and of Social Security Contributions Compliance Certificate

Requests for the Compliance Certificate/s covering Income tax, FSS and VAT are to be addressed to the Office of the Commissioner for Revenue generic email - certificates.cfr@gov.mt

For self-employed taxpayers (with no employees), the Social Security Contributions Compliance Certificate is to be requested for the self-employed accordingly.

- NACE Code confirmation
- Proof of Match Financing

The applicant is to provide documented evidence to prove that the applicant has available private funds, i.e. funds not originating from any source of public funding, to see through the operation. This can be evidenced for example through:

- the provision of a Letter of Intent/Sanction Letter issued by a bank; or
- in case that the enterprise has the necessary liquidity, bank statements certified by a public accountant would suffice; or
- if other private sources such as crowd funding etc. shall be used, one would need to provide documented evidence that such funds are available.

Mandatory documents (only for Small Operations)

- List of all Cost Items Form (Refer to **Annex VII**)
- Details of each Cost Item Form (Refer to **Annex VIII**)

Mandatory documents (only for Large Operations)

- Evidence of Market Testing

List of documents to be uploaded where and as necessary

Where applicable, the user is required to upload the following documents with the application:

- Declaration of Authorization
 - The Declaration of Authorization is to be uploaded in those cases where it is applicable. Where the Memorandum of Articles of Association identify the Authorised Representative and are available at the MBR, or where the Applicant Undertaking is a Self Employed, no declaration of Authorization is required.
- Certificate of Registration
 - The Certificate of Registration is required only in those cases where the enterprise is not registered with the Malta Business Registry (MBR). For a Sole Trader/Self Employed, the Certificate of Registration does not apply.
- Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise
 - In those cases where the latest copy of these documents is not deposited with the Malta Business Registry (MBR), a copy is to be uploaded with the application form.
- Audited Financial Statements and/or the Management Accounts
- Copies of any necessary Permits
 - Copies of any necessary permits such as Planning Permits issued in relation to activities for which support is being requested².
- Declaration by Trustees or Fiduciary (Refer to **Annex VI**)

² In those instances where at the time of submitting the application the necessary Planning Permits have not as yet been issued, an application for support under the scheme may still be submitted. In such cases in the event that an application makes it through the Selection Process, the granting of aid shall be conditional on the submission of evidence, within six months from the date of the Acceptance Letter, that the relevant Planning Permits have been issued.

- The declaration by Trustees or Fiduciary is to be uploaded in those cases where it is applicable.
- Additional Supporting Documentation

In order to upload a file, the User must click on '**Choose File**' following which, he/she will be prompted to select the file to be uploaded.

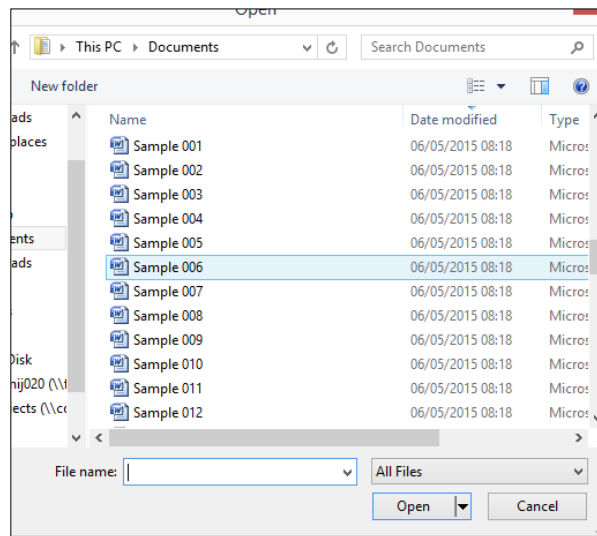


Figure 28: Choosing a file to upload

When the file is chosen (and the User clicks on 'Open') the system returns to the uploading screen where the file is now shown in column 3 of the table. It is important to point out that at this stage the file is still not uploaded in the system. In order to upload the file in the system the User will need to click on the '**Save**' Button (on the right of the screen) following which the file will be shown as uploaded (in column 2).

At this stage the User may opt to either continue inputting other documents (by clicking on the relevant '**Choose File**' buttons in the other rows), viewing the document (by clicking on the '**View**' button) or removing the document (by clicking on the '**Remove**' button).

The User will have the option to also upload documents which are not listed in the information table. This can be done by clicking the 'Add another document' button (figure 29) beneath the previously mentioned information table. On clicking such button the User will be prompted to choose a document to be uploaded.

Once selected, the document name will appear adjacent to the 'Choose File' button (as shown in figure 29).

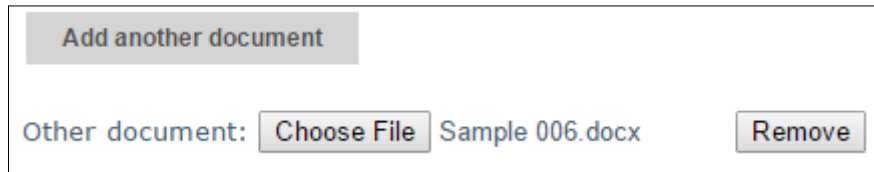


Figure 29: Functionality Button showing uploaded file

At this stage the document is not actually uploaded to the system. This will take place only when the 'Save' button is selected. Before the application form is saved, the User can click on the 'Remove' button and the selected file will be removed (without being saved). Alternatively, clicking on 'Choose File' will allow the User to select another document which will replace the one previously selected.

Once the User is satisfied that the correct document to be uploaded has been selected, one may proceed with saving the application form (following which the document will be uploaded). The User will know that the upload has been successful because the document will appear as 'Other' in the information table. There is no limit on the number of 'Other' documents that can be uploaded in the system.

Once the application is fully validated, one may submit the application. Once an application is submitted an email will be received with the application number. This is to be retained by the Applicant together with the original Declaration Form and a copy of the Application for future reference.

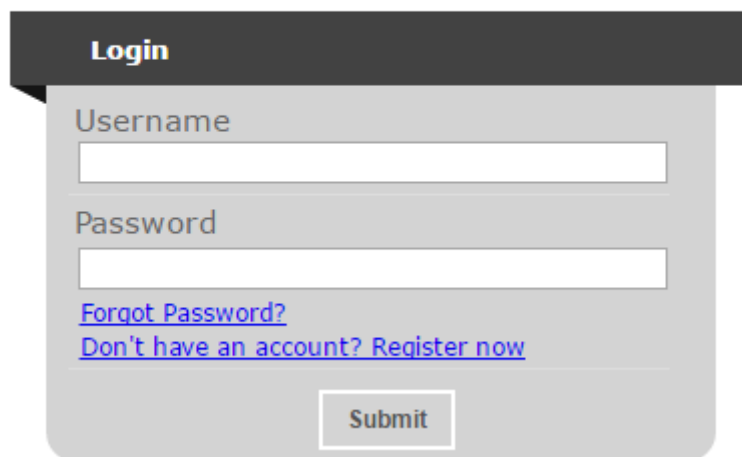
ANNEXES

Annex I: Registering for the first time

The user is to log in to the web based version of the SFD14-20 Application portal on www.sfd.gov.mt/application.

Click on the “**Don’t have an account? Register now**” link. This will direct the user to the Registration Screen, (see figure 30). All data fields requested in the User Profile are **mandatory** and will be captured in the application form submitted.

* This website is best optimised for Chrome and Mozilla Firefox.



The image shows a login form with a dark grey header containing the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". Under the "Password" field, there are two blue links: "Forgot Password?" and "Don't have an account? Register now". At the bottom of the form is a "Submit" button.

Figure 30: Register User Profile

Step by Step guidelines to filling in the user profile window follow:

Organisation Name: This section should show the full legal name of the beneficiary Undertaking which intends to submit the operation. An operation must be linked to only **ONE** Undertaking.

First Name and Last Name: This section should show the name of the Authorized Representative who will be submitting the proposal on behalf of the Undertaking and who will act as the main point of contact. This individual will hereinafter be referred to as the “**Applicant**”.

Address & Post code: The Enterprise registered address and Post Code are to be inserted in these sections.

Telephone Number: The Applicant's work telephone number is to be inserted in this section.

Mobile Number: The Applicant's mobile number or that of his/her direct superior is to be inserted in this section. In cases where this is not possible, the number '0' should be inserted.

ID number: The Applicant's Identity Card number is to be inserted in full **e.g. 12345M**. Do not include any characters other than numbers and one letter.

VAT Number: The VAT number of the Enterprise, as per VAT certificate, is to be inserted in this field.

CORP Account (if any): This data field is applicable to Applicants that are government officers. Applicants that do not have a CORP account are to leave this empty and the system will automatically generate a User account.

Email Address: This section should show the Applicant's (the Authorized Representative) contact email address. The registration process will require the insertion of a valid and official email address in order to be completed effectively. Ideally, generic email addresses should be avoided.

Password: The Applicant is to insert a password.

Note: The password chosen must comply with the following established criteria:

- must be at least eight (8) characters long
- must contain at least one character from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numbers (0 through 9)
 - Symbols, for example + = () & ! ?
- Passwords must NOT contain three (3) or more consecutive characters of the Applicant's login, name or surname.
- New Passwords must be different from the last recently used password

Confirm Password: The Applicant is to re-type the password to ensure that this has been inserted correctly.

When **all** the data fields have been inputted the Applicant can proceed by clicking on the **'Register'** button. The user will be prompted with error messages if any data field is left incomplete or is filled in incorrectly.

Upon successful registration an automated email will be generated from the SFD system to the e-mail address that the Applicant provided in the user registration form. This email (as shown in figure 31) will inform the Applicant that the SFD14-20 account has been created successfully and will provide the Applicant with a link to activate the account.

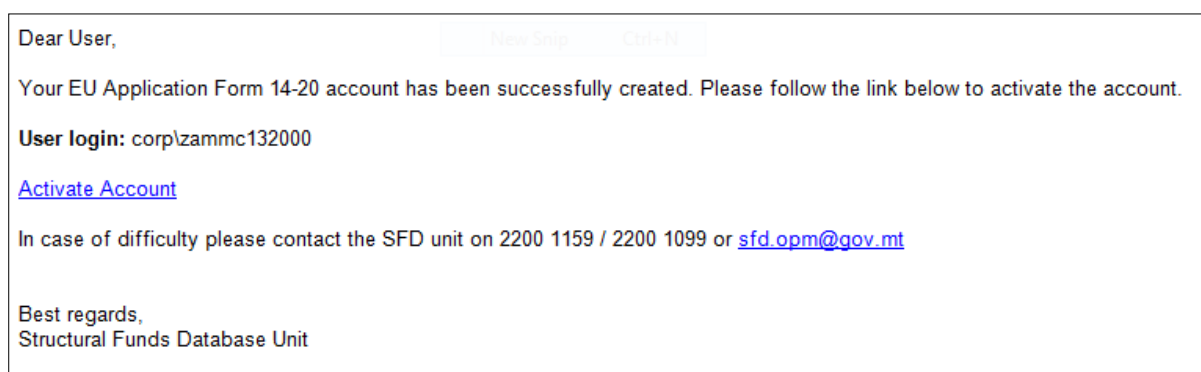
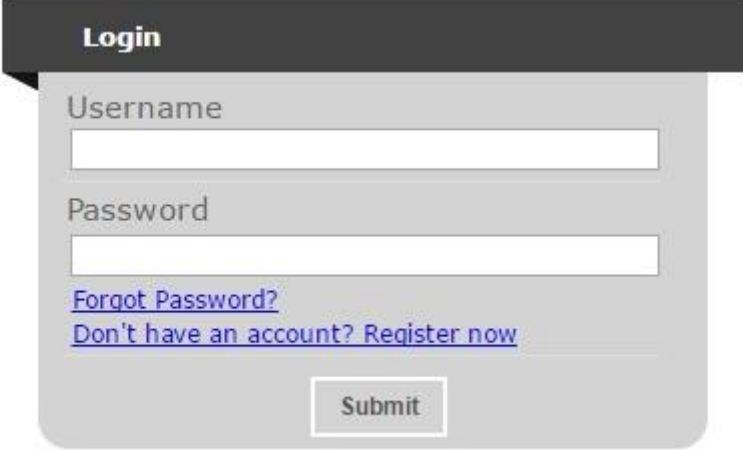


Figure 31: Email confirming registration

The account can ONLY be accessed once it has been activated.

Annex II: Accessing the System



The image shows a login form with a dark grey header containing the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". Under the "Password" field, there are two blue links: "Forgot Password?" and "Don't have an account? Register now". At the bottom of the form is a "Submit" button.

Figure 32: Login

If you are already registered you can proceed to access the system by inserting the Applicant username (provided upon registration) and the password and clicking on the Submit button.

Annex III: Requesting a change in Password

This function should only be used when the Applicant has forgotten his/her password or when he/she has doubts as to whether the security of his/her password has been compromised.

By clicking the **Forgot Password** link the Applicant is directed to a screen where he/she is asked to insert his/her Applicant name. In this case the Applicant must first insert the username generated following registered.

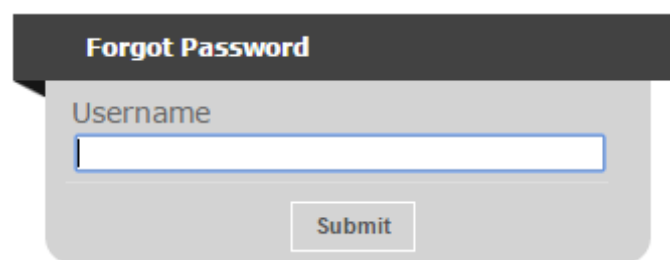
The image shows a user interface for a 'Forgot Password' function. It features a dark gray header bar with the text 'Forgot Password' in white. Below this is a light gray rounded rectangle containing a text input field with the placeholder text 'Username' and a 'Submit' button centered below the field.

Figure 33: Forgot Password Screen

On pressing the Submit button the Applicant will be informed that an email has been sent to the email address used in the registration process. The user can then follow the instructions and link provided in the e-mail to reset the account password.

Note: There is a possibility that Applicants may also receive a generated email to reset the password even though they did not request it. This may be due to another Applicant trying to access the application form using the Applicant's username name and requesting to reset the password. In such cases the details of the request are recorded (for auditing purposes) and the Applicant should disregard the password change prompt and continue using the current password to log onto the system. In such circumstances it is strongly recommended that the issue is reported to the Managing Authority for further investigation.

REMINDER: usernames and passwords are NOT to be shared.

If the request to reset the password is genuine, on clicking the reset link the Applicant is directed to a screen where he/she is prompted to insert a new password as seen in the below figure.

Reset Password

New Password

Confirm New Password

Reset Password

Table 34: Reset Password Screen

Once the new password is inserted and confirmed the Applicant is directed to the Home Screen of the application form.

Annex IV: Exporting Application Form to .pdf

Applicants may generate a copy of the online application form, in PDF format, at any stage of the application form process. This can be done by clicking on the print functionality button that is available on the right hand side of the screen (see figure 35 below) which in turn will generate a screen informing the user that the application form is being exported (see figure 36). Applicants are to click on the “floppy disk” icon found at the top right corner of the screen (see figure 36) and may generate this application form in Excel, Word or PDF format as required.

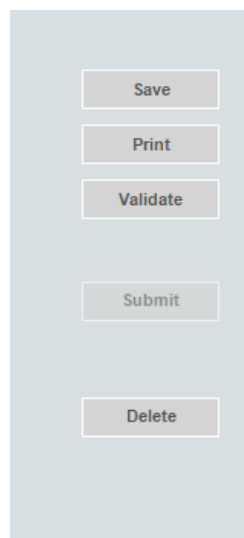


Figure 35: Exporting Application Form

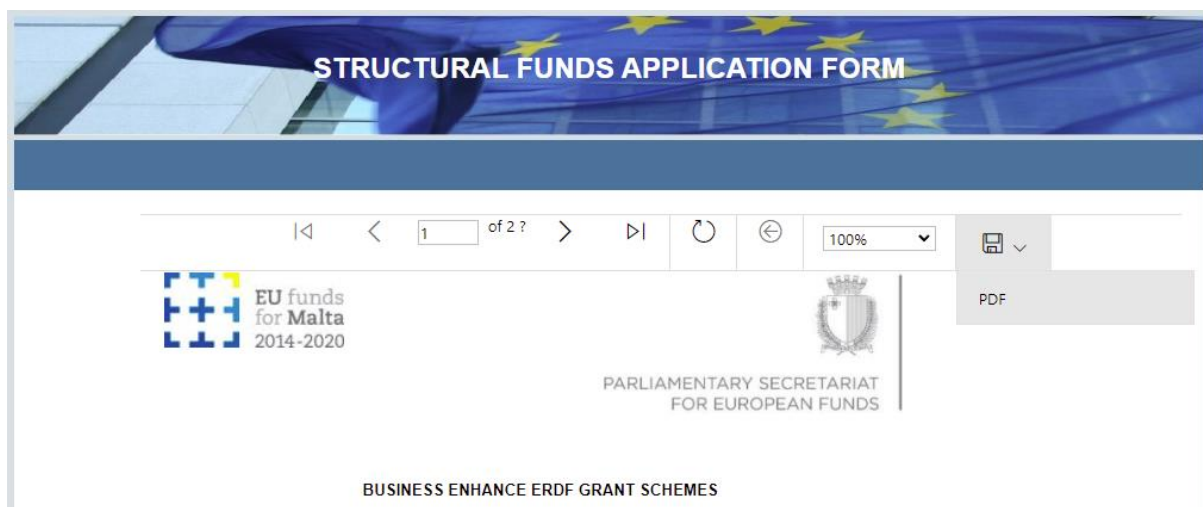


Figure 36: Exporting Application Form to pdf

In case of section 9, the declaration form can be exported for signature (see figure 37).

The screenshot displays a web interface for the 'STRUCTURAL FUNDS APPLICATION FORM'. At the top, there is a header with the European Union flag and the text 'STRUCTURAL FUNDS APPLICATION FORM'. Below the header is a navigation bar with various icons: a left arrow, a right arrow, a page number '16 of 17?', a refresh icon, a back icon, a zoom level '100%', and a save icon with a dropdown arrow. A 'PDF' button is visible on the right side of the page. The main content area is titled '8 - Declaration' and contains a sub-section '8.1 - Declaration Form'. Underneath, the text reads 'DECLARATION FORM' followed by three paragraphs of declaration text:

I declare that the Undertaking is **not subject to an outstanding recovery** order following a Commission decision declaring an aid granted by Malta illegal and incompatible with the internal market.

I declare that the Undertaking has **no pending obligations** further to a recovery order issued by the competent authorities responsible for the administration and management of aid schemes co-funded under Cohesion Policy 2014 – 2020.

I declare that the Undertaking has **no pending 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 2007 – 2013.

Figure 37: Exporting Declaration Form to .PDF

Annex V: De minimis Declaration Form

As this scheme falls under the *de minimis* Aid regulation, Applicants will need to fill in the *de minimis* declaration form. This form can be found from:

<https://businessenhance.gov.mt/Forms.aspx?tE0CdQZCR0IJ0giubi5U5I+WlSaAYSFK>

As per 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.

A **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.

The applicant is to choose the scheme from the drop down menu on top.

The Applicant is to calculate the amount of de minimis aid received to date by filling in Sections 1, 2 and 3 of this declaration form.

Section 1

In Section 1 the Applicant is to give a detailed account of the funds received by the applicant enterprise, partner enterprises and linked enterprises under the *de minimis* regulation. A more detailed explanation on how to determine Linked and Partner enterprises can be found in the 'User Guide to the SME definition' booklet.

Applicants need to fill in the following details:

Date: The date the funding was received by the beneficiary.

Source/Grantor: The department, division or agency that was overseeing the scheme.

Type of State Aid (Measure Name): The title of the Scheme under which the funding was granted.

Awarded to: The name of the beneficiary Undertaking that the grant was awarded to.

Amount in €: The amount of funds awarded under the Scheme

SECTION 1 - DE MINIMIS STATE AID AWARDED

Date	Source/Grantor	Type of State Aid (Measure Name)	Awarded to	Amount in €
TOTAL:			AI	€ -

Figure 38: Section 1

Section 2

In Section 2 Applicants are to give a detailed account of Funding applied for under the *de minimis* regulation that is still pending on approval.

Date: The date that the Applicant applied for the funding.

Source/Grantor: The department, division or agency overseeing the scheme.

Type of State Aid (Measure Name): The title of the Scheme under which the application for funding was submitted.

Awarded to: The name of the beneficiary Undertaking that the grant was applied for under.

Amount in €: The amount of funds that the Undertaking had applied for.

SECTION 2 - DE MINIMIS STATE AID PENDING FOR APPROVAL

Date	Source/Grantor	Type of State Aid (Measure Name)	Awarded to	Amount in €
TOTAL:			A2	€ -

Figure 39: Section 2

Section 3

In Section 3 the Applicant is to input the Amount that will be claimed in the application that is to be submitted.

The amount of funds received previously, the amount of funds that are awaiting approval, and the funds being applied for will be summed up automatically at the bottom of the form.

SECTION 3 - DE MINIMIS STATE AID REQUESTED IN THIS APPLICATION

Date	Source/Grantor	Type of State Aid (Name of Measure)	Amount in €
	Measures & Support Division	---Select Title of Scheme--- A3	
TOTAL of Section 1,2 and 3 above (A1+A2+A3):			€0.00

Figure 40: Section 3

If the beneficiary Undertaking has not received any funding under the *de minimis* regulation, Applicants are to leave sections 1 and 2 empty and need only fill in section 3.

Once these sections have been completed, the Applicant is to then complete the declaration (See Figure 41) by specifying the amounts of *de minimis* aid that the **Single Undertaking** has received during the current fiscal year and the two fiscal years preceding the application. These should be taken from the information provided in the previous sections.

DECLARATION

I declare that a comprehensive amount of *de minimis* aid received to date during the current fiscal year and the previous two fiscal years is:

Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Total
			€0.00

Figure 41: Total amount of *de minimis* aid funds received

The Applicant is to then complete the declaration form by completing the fields as follows: **Business Undertaking** (Full Legal Name), **VAT Registration Number**, **Name and Surname** of the individual authorized to fill in the *de minimis* declaration form (Block LETTERS), **Position in Establishment** of the person signing the *de minimis* declaration form. The declaration form is to be signed and dated in the spaces provided accordingly (See Figure 42).

A breakdown of the source, type and amount of all *de minimis* aid received as well as that applied for from any State aid grantor, is presented overleaf.

Business Undertaking (Full Legal Name)

VAT Registration Number

Name and Surname (BLOCK LETTERS)

Position in Establishment

Signature

Date

Figure 42: Applicant Details

Annex VI: Declaration by Trustee or Fiduciary in Relation to a Company within a Group

Applicants who have linked or partner enterprises represented by Trustees or Fiduciaries must submit a declaration with the information of these enterprises. The declaration form can be found from: <https://businessenhance.gov.mt/Forms.aspx?tE0CdQZCR0IJ0giubi5U5I+WIsaAYSEFK>. A declaration for each enterprise represented by Trustees or Fiduciaries must be submitted.

The declaration should be filled in by the Legal Representative of the Trustee/Fiduciary Company.

On the upper left hand corner of the declaration the person filling in the declaration should insert the Date of Declaration and the name of the Company applying for the grant in the available fields.

In the left hand column the Company Registration number, or in the case of an individual, the ID Card No., of all involved is to be listed. In the right hand column the name of the Company/Individual/Entity should be filled in.

The declaration must then be signed by the Legal Representatives of the Trustee/Fiduciary Company.

Once the declaration has been signed it should be scanned and uploaded in Section 9 of the online Application Form.

Failure to submit the Declaration Form, or the submission of an incomplete Declaration Form will render the Application Form ineligible.

Annex VII: List of all Cost Items Form (Small Operations)

Applicants submitting applications for Small Operations are to fill in the form provided in this annex to compile the list of all cost items of equipment, plant, and/or machinery for which support is being requested and to identify the names of the suppliers from which quotations for each cost item have been obtained. The 'List of all Cost Items Form' can be found from: <https://businessenhance.gov.mt/Forms.aspx?tE0CdQZCR0IJ0giubi5U5I+WIsaAYSFK>. Only one 'List of all Cost Items Form' is to be sent with each application for a Small Operation.

This form should be signed by the Authorized Representative of the Applicant.

Once this form has been filled in, signed and dated it should be scanned and uploaded in Section 9 of the online Application Form.

Annex VIII: Details of each Cost Item Form (Small Operations)

Applicants submitting applications for Small Operations are to fill in the form provided in this annex to specify the details of each cost item and to use as a checklist (by ticking in the provided spaces accordingly) for the correct submission of the information requested for each cost item and the respective quotations (a minimum of 3) received as reply. Details requested in relation to each quotation are to be filled in to ensure clearer information. The 'Details of each Cost Item Form' can be found from: <https://businessenhance.gov.mt/Forms.aspx?tE0CdQZCR0IJ0giubl5U5I+WlSaAYSFK>. This form has to be compiled for each cost item identified under the 'List of all Cost Items Form' (Annex VII) and all the forms (one for each eligible cost item) are to be then uploaded and sent with each application for a Small Operation.

The 'Details of each Cost Item Form' should be signed by the Authorized Representative of the Applicant.

Once this form has been filled in, signed and dated it should be scanned and uploaded in Section 9 of the online Application Form.

Name of Applicant:

**SME Diversification & Innovation Grant Scheme
Small Operations
Details of each Cost Item**

Eligible Cost Item					
Requested Technical Specifications	Attached	<input type="checkbox"/>			
	Quotation 1	Quotation 2	Quotation 3	Quotation 4	Quotation 5
Name of Supplier					
Date of Quotation					
Price (excl VAT)					
<i>Tick to confirm</i>					
Documentary evidence from Suppliers (eg Manuals) attached					
Quotation is dated within the last 6 months					
Supplier is external and unrelated to applicant					
Quotation meets all technical specifications					

Insert Name
Name of Authorized Representative

Insert Date

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

