

SME Digitalisation Grant Scheme Practical Implementation Guide

The guide is intended to provide a quick overview of the key implementation requirements of a project. The full requirements of the scheme are detailed in the Guidance notes available on www.fondi.eu

Projects should be concluded **within 24 months from** the starting date set in the Grant Agreement and by such date, the Beneficiary must ensure the following:

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


Extensions may be granted, upon a justified request and shown progress.

Purchasing of the Eligible Technologies

With the application, you would have carried out the market research and the quotations submitted would include the required specifications of the eligible technologies. Upon the signature of the agreement, the procurement process can commence, and the specifications indicated in the market research are to be requested. All minor changes require the approval of the Intermediate Body. Reimbursement will be pegged to the amount of the cheapest quotation provided and accepted or the invoice amount whichever is the lowest

Thresholds	Procedure to be applied
Below €5,000 excluding VAT	Beneficiaries may purchase eligible technologies from the open market in line with the Technical Specifications submitted with the Application Form.
Over €5,000 excluding VAT	Beneficiaries shall provide 3 quotations in line with technical specification provided at Application. Each quotation shall be: <ul style="list-style-type: none"> • Dated <ul style="list-style-type: none"> ○ In case of a hard copy, the quotation shall be dated ○ In case of an online quotation from a website, the printout shall include the printed date • Clear and Identifiable <ul style="list-style-type: none"> ○ In case of a hard copy, it shall be on a supplier's letterhead and include the VAT number ○ In case of an online quotation from a website, the printout shall include the URL • Include the minimum technical specifications

Purchasing Subscription-based Software	<p>The purchasing of subscription-based Software shall be procured in line with the above procurement guidelines and the cost of a 2-year subscription will be considered as the eligible cost item. Apart from the above, a declaration from the supplier/service provider shall be provided indicating the following:</p> <ul style="list-style-type: none"> • Date of Purchase and/or installation • Details confirming the type and version of the Software • Details of the location, including hardware serial numbers, where the software is installed • Terms of Licence • Pricing Plan (<i>Reimbursement to be capped to the cheapest price option</i>)
Purchasing of e-Commerce Website	<p>The purchasing of an e-Commerce website shall be reimbursed in the form of a Lump Sum as identified in Annex I of the Guidance Notes. Apart from the above, the following documents are to be kept and presented with the claim for reimbursement:</p> <ul style="list-style-type: none"> • Copy of Project Completion Report (to be signed and dated by Service Provider) • Declaration of Unrelation Form as per Annex VI (signed and dated by Service Provider) • e-Commerce website screenshots showing required EU funds publicity

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- to procure directly if the expenditure **does not exceed €5,000**
 - to provide 3 quotations if the expenditure **exceeds €5,000**
 - *Create an Evaluation Report* (including Specifications Grid)
 - Obtain invoice
 - Effect payment through recorded means (not cash); obtain receipt
 - Inventory and photographs of items and their serial numbers

Publicity

As a beneficiary of EU funds, you are responsible for ensuring proper visibility of the interventions assisted through this Grant Scheme. Permanent commemorative plaques, in line with the requirements set out in the Guidance Notes, shall be installed, within 1 month from the completion of the investment project. In a prominent site within the premises that is accessible to the general public, such as the reception area.

Claim for Reimbursement

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

- Claim for Reimbursement Form
- Checklist annexed to Claim for Reimbursement
- Progress/Final Implementation Report
- Copy of Quotations
- Copy of evaluation report including specifications grid
- Copy of Invoice
- Copy of Fiscal Receipt (where a tax invoice is not provided)
- Copy of Proof of Payment (Copy of bank transfer payment/bank cheque encashment image)
- Copy of Bank Statement identifying the transaction/s **Certified by a Certified Public Accountant**
- Beneficiary Financial Identification Form (*only to be submitted with the first claim for reimbursement*)
- Supplier Details Form (*in those cases where bank account details of the supplier are not included in the invoice*)
- Copy of Inventory
- Copy of Separate Ledger Account or Record showing full details of expenditure
- Copy of Warranties
- Photographic Evidence (*of procured items; serial numbers and publicity*)
- Compliance Certificate/s issued by the Commissioner for Revenue (CfR) covering Income Tax, VAT and Final Settlement and Social Security Contributions Compliance Certificates issued **not earlier than one month from the date** when a respective claim for reimbursement is presented to the Measures and Support Division
- Statement signed by **Authorized Representative** specifying the following:
 - I. The expenditure to implement the action was incurred by the Undertaking and was not reimbursed or may be recoverable through other sources;
 - II. The expenditure satisfies the conditions that are outlined in the Grant Agreement;
 - III. The output (investment) is in place and set in operation within the duration of the project period being the timelines outlined in the Grant Agreement; IV.
 - IV. The Beneficiary has ensured that any rules governing the accumulation of aid have been respected.

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

