



**GOVERNMENT  
OF MALTA**

MINISTRY FOR THE ECONOMY,  
EUROPEAN FUNDS AND LANDS

PARLIAMENTARY SECRETARIAT  
FOR EUROPEAN FUNDS



**Funded by the  
European Union**  
NextGenerationEU

# Business Enhance Digitalisation Grant Scheme Sample Application Form

Version: 2.0

Date: 1 January 2023

## Section 1 – Executive Summary

### 1.1 – Executive Summary

Call					
Scheme					
Component					
Project Title					
Project Summary					
Start Date		End Date			
<b>Grant Requested</b>					
Amount of public funding needed for the project			€		
<b>Total Financial Plan</b>					
Eligible	€	VAT Eligible		Total Eligible	€
Non Eligible	€	VAT Non Eligible	€	Total Non Eligible	€
				Total	€
<b>Total Gozo Contribution Financial Plan</b>					
Eligible	€	VAT Eligible		Total Eligible	€
Non Eligible	€	VAT Non Eligible	€	Total Non Eligible	€
				Total	€

## Section 2 – The Applicant

### 2.1 - Applicant Details

Legal Name of Applicant	
Authorized Representative	
ID No.	
e-Mail Address	
Legal Form of Enterprise	<i>(Choose option)</i> Limited Liability Company Partnership Self Employed Co-operative Society Other
Registration/Identification Number	
Date Established	
Registered Address	
Post Code	
Phone Number	
VAT Number	
Website Address	
Project Manager	
Position within Enterprise	
Phone Number	
e-Mail Address	

### Size of Undertaking

In line with the provisions of Annex I Commission Regulation (EC) No 651/2014 of 17 June 2014, the composition of the Undertaking is to be identified.

#### List all enterprises which are linked to the applicant Undertaking as at date of application.

**Linked enterprises** are enterprises which have any of the following relationships with each other:

- (a) an enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- (b) an enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- (c) an 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) an 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 described in a) to d) above through one or more other enterprises, or any one of the investors mentioned under Partner Enterprise, are also considered to be linked.

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

Enterprise Name	Registration Number

#### List all enterprises which are partnered to the applicant Undertaking as at date of application.

**Partner enterprises** are enterprises that do not fall within the definition of linked enterprises (see above) but which hold, either solely or jointly with one or more linked enterprises 25% or more (up to 50%) of the capital or voting rights of another enterprise.

Enterprise Name	Registration Number	Shareholding %

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

- **Micro**
- **Small**
- **Medium - Sized**

If the Applicant is not registered under Chapter 386 of the Laws of Malta, please upload the legal document constituting the Enterprise under the section Checklist of Attachments as applicable.

## 2.2 - Applicant's Core Business Activities

NACE Code	(Eg.) 26.70	<i>Manufacture of optical instruments and photographic equipment</i>
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Please provide an outline of the Applicant's core business activities (providing a background description of the enterprise and its operations).

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## 2.3 - Past Experience in EU Funded Projects

Do the Applicant company, Undertaking and/or Directors have any previous experience in the implementation of projects co-financed through structural funds or other EU Programmes?

- YES
- NO

In the box below, please explain your above reply.

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## Section 3 – The Investment

### 3.1 Investment Details

Investment	Investment grants to intensify the digitalisation of the private sector.
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Kindly provide the address where the proposed project will be implemented.	
Address	
Post Code	
Region	<input type="radio"/> Malta <input type="radio"/> Gozo
Locality	<i>Select an option</i>

#### 3.1.1 – Proposed Investment Initiative

Define the project by describing the proposed work, specifying its main characteristics.
What would the impact on the proposed initiative be without the assistance being applied for through this scheme?

#### 3.2 – Investment Excellence

Define the project excellence by describing the proposed work, in terms of:
a. Identification of the current state of digitalisation in the enterprise.
b. Explain the investment, listing all cost items or modules and indicate any milestones in order of priority.
c. The level that the investment seeks to maximise the internationalisation of the Undertaking.

d. How will the project address any identified gaps within the enterprise and/or the specific sector the enterprise operates in

### 3.3 – Project Impact and Sustainability

Describe how this project will impact your enterprise in relation to each of the following:

a. The return on investment (ROI) and potential cost reductions. You are requested to provide the current turnover and costs, as well as the projected increase in turnover and projected costs as a result of the proposed project.

b. Mitigation measures that will become possible following the investment in order to avoid negative spill over effects in time of crisis.

c. Contributions to Improvements in the Undertaking's business model.

### 3.4 – Project Quality and Efficiency of Implementation

Outline the Management and Control systems in place including organisation's structure and how these will support the Implementation of the proposed activities.

Describe the level of readiness and timeliness of the proposed investment.

Describe the allocation and capacity of the human resources towards the investment.

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### 3.5 – Project Risk Assessment

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

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How do you intend to mitigate these risks?

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### 3.6 - Do No Significant Harm Principle

Confirm that the planned investment respect the conditions of the Do No Significant Harm (DNSH) principle in line with Article 17 of Regulation 2020/852.

For the scope undertaken under this scheme two of the six environmental objectives, being *climate change mitigation* and *circular economy*, have been identified that require a substantive assessment.

Projects that do not respect the above objectives will not be considered eligible. In this regard applicants are asked to confirm that the answer is 'no', and to provide an explanation to this effect. Where necessary, applicants may also provide further analysis and/or supporting documents, in a targeted and limited manner, to further substantiate their replies these questions.

*Climate change mitigation*: is the measure to lead to significant GHG emissions?

- NO
- YES

In the box below, please explain your above reply.

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The *transition to a circular economy, including waste prevention and recycling*: Is the measure expected to lead to significant inefficiencies in the use of materials or in the direct or indirect use of natural resources; will it significantly increase waste; or, cause significant harm to the environment?

- NO
- YES

In the box below, please explain your above reply.

## Section 4 – Financial Plan

### 4.1 - Financial Plan

Activity	Sub-Activity	Total Eligible (€)	Total Non - Eligible (€)		
Activities <ul style="list-style-type: none"> <li>e-Commerce Website</li> <li>Digital Solutions</li> </ul>					
Sub-Activity					
Investment Priority (IP: 3d)	Investment grants to intensify the digitalisation of the private sector.				
Start Date					
End Date					
SCO	<ul style="list-style-type: none"> <li>Direct Cost Incurred</li> <li>Lump Sum</li> </ul>				
	<ul style="list-style-type: none"> <li>Enter Value</li> </ul>		Rate		
Justify SCO					
Describe					
Comments					
Financial Plan					
Elig.	€	VAT Elig.		Total Elig.	€
Non Elig.	€	VAT Non Elig.	€	Total Non Elig.	€
				Total	€
Gozo Contribution Financial Plan					
Elig.	€	VAT Elig.		Total Elig.	€
Non Elig.	€	VAT Non Elig.	€	Total Non Elig.	€
				Total	€

## Section 5 – Additional Information

### 5.1 – Additional Information

Please provide any additional information relating to previous sections which you feel is relevant. Insert the information by using the section and sub-section reference number relevant to this call, for ease of reference.

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## Section 6 – Declaration

### 6.1 – Declaration Form

I **declare** that the Undertaking is not subject to collective insolvency proceedings nor fulfil the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

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 2014-2020.

I also **declare** that the Undertaking acknowledges that, in the event that the project is selected, the Grant Agreement will only be entered into if, within 6 months from the date of the notification by the Intermediate Body to the Undertaking that the Project has been selected, any pending obligations in respect of recovery orders issued by the competent authorities responsible for the administration and management of aid schemes co-funded under the European Regional Development Fund – Cohesion Policy Operational Programme I 2014-2020 and in respect of which legal action has been instituted and proceedings are pending or under way before the competent Court, are no longer due either pursuant to a Court Decision or the effective payment of dues.

I **declare** that the Undertaking has not been approved or granted any public funding, and will not seek public funding through other National and/or European Union funded initiatives in relation to the activities for which assistance is being requested through this application. This includes schemes under NextGeneration EU, Cohesion Policy and any other European Union instruments or through any other form of Public Funding including schemes administered through National Funds.

I **declare** that the *de minimis* declaration on the receipt of *de minimis* aid is updated and factual and is in line with Commission Regulation (EU) No 1407/2013 of 18 December 2013, and that the Undertaking shall ensure compliance with the rules on cumulation of aid in line with the said Regulation and State Aid Rules.

I **confirm** that the Undertaking is in compliance with applicable EU and national legislation and administrative requirements, including fulfilment of fiscal obligations and social security contributions.

I **declare** that no work has started on the action for which assistance for activities is being requested and work shall only be initiated following the date of the granting of the aid pursuant to the approval of this application and the eventual signing of the Grant Agreement.

I **declare** that the Undertaking will maintain operational the project in line with the respective regulations as outlined in the Guidance Notes for this scheme. I confirm that, to the best of my knowledge, there are no obstacles in continuing the project or sustaining the benefits gained from the project following the end of the scheme.

I **declare** that appropriate acknowledgement to EU funding, proportional to the funds received, will be implemented.

I **understand** that any personal data submitted to the Measures and Support Division in relation to this application is processed, in accordance with the Provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and any amendments, by the Measures and Support Division and any other stakeholders and competent parties, authorized to implement, monitor, execute payment, control and audit the project/contract.

I **acknowledge** that a Grant Agreement will be signed on the basis of the information provided in this document and accept that the Measures and Support Division will conduct the necessary checks to confirm eligibility in line with the Grant Scheme and relevant Regulations including the composition and size of the Undertaking, and reserves the right to revoke the grant in cases where variations detected result in the Undertaking becoming ineligible.

On behalf of the Undertaking, I **authorise** the Measures and Support Division to make enquiries with the Malta Association of Credit Management to carry out the necessary checks in line with the Regulations and Good Governance principles and to make enquiries with competent Authorities including but not limited to JobsPlus, to verify any information

submitted in relation to this application and to conduct checks to establish the eligibility of this application.

I **declare** that the entries in this Declaration form, the details in the whole **Application Form** which is being submitted through this electronic system and any other annexes enclosed are, to the best of my knowledge and belief, correct. I understand that should it result otherwise, the project application may be rejected or lead to an eventual recovery of funds subject to the applicable recovery rates as issued by the European Commission.

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Authorised Representative of the Applicant  
(Name in Block Letters)

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Signature

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Date

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ID Number

## Section 7 – Checklist of Attachments

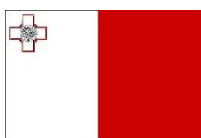
### 7.1 – Checklist of Attachments

<b>Documents Checklist</b>
Declaration Form*
<i>de Minimis</i> Declaration Form*
Compliance Certificate issued by the Commissioner for Revenue (CfR)*
NACE Code Confirmation*
Evidence of Private Match Financing*
Evidence of Market Testing*
GANTT Chart or Implementation Schedule*
Declaration of Authorization**
Certificate of Registration**
Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise**
Audited Financial Statements and/or the Management Accounts**
Declaration by Trustees or Fiduciary**

\*These items are obligatory

\*\*These items are to be uploaded only when necessary

# BUSINESS ENHANCE



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