



## Digitalise your Micro Business 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 <https://fondi.eu/>*

Projects should be concluded **within 3 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

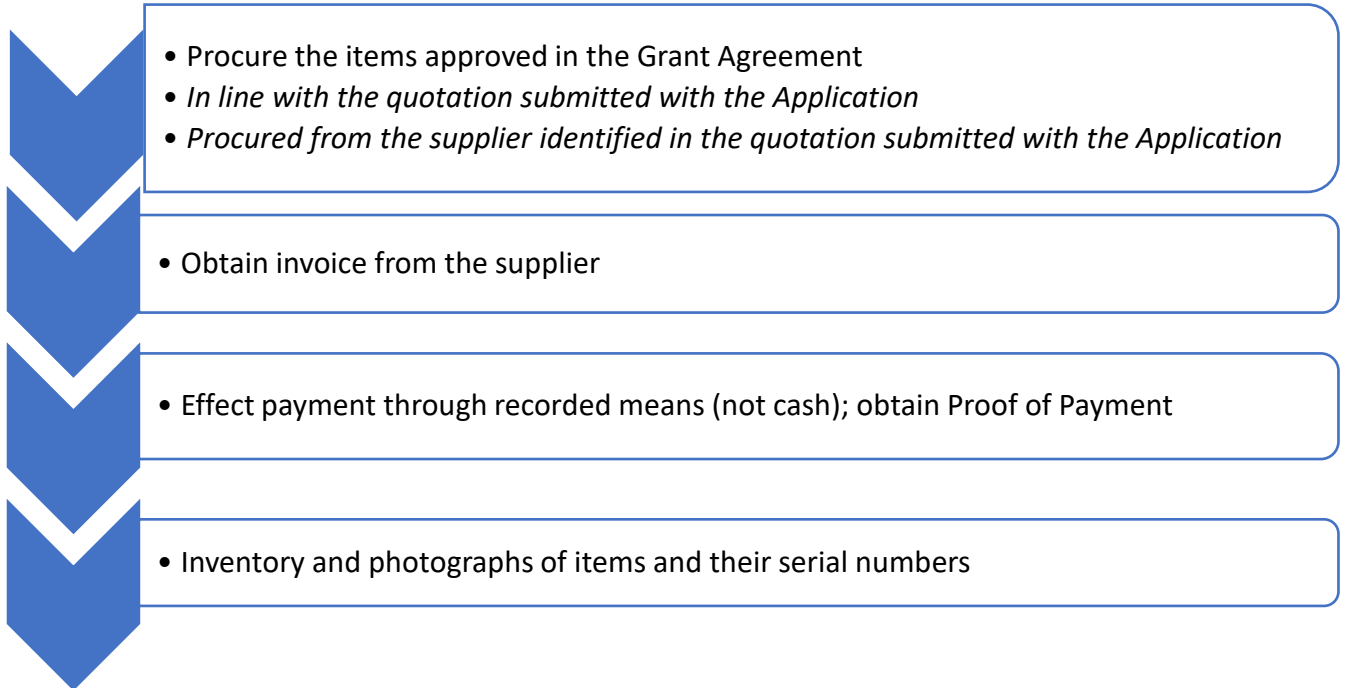
Extensions may be granted, upon a justified request and shown progress.

### Purchasing of the Eligible Hardware or Software

With the application, prospective applicants would have carried out the market research and submitted a quotation including the required technical specifications, of the eligible hardware or software they want to purchase. Upon the signature of the agreement, the eligible Hardware or Software may be procured in line with the approval granted.

Procurement	Procedure to be applied
<b>Hardware or Software</b>	<p>The beneficiary shall procure the items as approved in the Grant Agreement meeting the following criteria:</p> <p>The <b>expenditure</b>:</p> <ol style="list-style-type: none"> <li>Must be incurred by the Beneficiary;</li> <li>Must be incurred within the period identified in the Grant Agreement;</li> <li>Must be in line with the quotation submitted with the application;</li> <li>Must be Procured from the supplier identified in the quotation submitted with the application;</li> <li>Must be identifiable and verifiable, recorded in the beneficiary's accounts in accordance with the applicable accounting standards;</li> </ol>
<b>Purchasing Subscription-based Software</b>	<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 <b>declaration from the supplier/service provider</b> shall be provided indicating the following:</p>

	<ul style="list-style-type: none"> <li>• Date of Purchase and/or installation</li> <li>• Details confirming the type and version of the Software</li> <li>• Details of the location, including hardware serial numbers, where the software is installed</li> <li>• Terms of Licence</li> <li>• Pricing Plan (<i>Reimbursement to be capped to the cheapest price option</i>)</li> </ul>
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## 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
- Final Implementation Report
- 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
- 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**
- Copy of Separate Ledger Account or Record showing full details of expenditure
- Copy of inventory
- Copy of Warranties
- Photographic Evidence (*of procured items; serial numbers and publicity*)
- Beneficiary Financial Identification Form
- Supplier Details Form (*in those cases where bank account details of the supplier are not included in the invoice*)
- Statement signed by **Authorized Representative** specifying the following:
  - i. The expenditure to implement the action was actually incurred by the Undertaking and was not reimbursed or may be recoverable through other sources;
  - ii. The expenditure satisfies the conditions that are outlined in the Grant Agreement;
  - iii. The output (investment) is in place and set in operation within the duration of the project period being the timelines outlined in the Grant Agreement;
  - iv. The Beneficiary has ensured that any rules governing 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 MSD is satisfied that the proposed investment has been carried out, is operational, and is in line with the Grant Agreement and pertinent regulations, rules, and guidelines.

### Measures and Support Division

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