

# Business Reports for SMEs 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 6 months** from the starting date set in the Grant Agreement and by such date, the Beneficiary must ensure the following:

- The report has been procured and delivered
- All expenditure incurred, invoiced and fully paid

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

## **Procurement of business report from an external Consultancy Service Provider**

Upon the signature of the grant agreement, the beneficiary is to procure such service from a preferred external service provider that is registered with the IB under the Business Reports for SMEs. The Service Provider has to be autonomous and unrelated to the Beneficiary Undertaking.

Procurement	Procedure to be applied
<b>Business Plan or Process and Systems Review</b>	<p>The beneficiary shall procure the items as approved in the Grant Agreement meeting the following criteria:</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 Procured from the external service provider that is registered with the IB under the Business Reports for SMEs Grant Scheme. The Service Provider has to be autonomous and unrelated to the Beneficiary Undertaking;</li> <li>The beneficiary has ensured that any rules governing accumulation of aid have been respected;</li> </ol>

## **Publicity**

As a beneficiary of EU funds, you are responsible for ensuring proper visibility of the interventions assisted through this Grant Scheme. The final reports developed through assistance under the Business Reports for SMEs Grant Scheme shall include as a front page of the report the Declaration Form by the consultancy Service Provider and acknowledging the assistance from the Scheme through ERDF part-financing and include the visibility requirement in line with in line with Section II 'Transparency of implementation of the Funds and communication on programmes' Article 50 and Annex IX of The Common Provision Regulation (EU) No. 2021/1060.

Visibility measures shall be included in the declaration of unrelation by the service provider.

Beneficiaries shall include a reference in the executive summary that the report is being funded under the Business Reports for SMEs part-financed by the European Union.



- To procure the service approved in the Grant Agreement from a preferred external Consultancy service provider that is registered with the IB under the Business Reports for SMEs Grant Scheme

- Effect payment through recorded means (not cash);

- Provide the IB with an authenticated report, issued in a signed scanned copy (.pdf), drawn up by the Consultancy Service Provider being the output pursuant to the consultancy service

### **Claim for Reimbursement**

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

- Claim for Reimbursement
- Annex I to the Claim for Reimbursement
- A scanned Signed copy (.pdf) of the Business Plan or Process and Systems Review including the signed and dated Declaration of Unrelation Form by Service Provider (*This Declaration shall be an integral part of the deliverable by being included as the cover page of document*)
- An updated Compliance Certificate/s issued by the Commissioners for Revenue (CfR) covering income Tax, VAT and Final settlement and of Social Security Contributions Compliance Certificates **issued later than the date of the Declaration of Unrelation of Service Provided but not earlier than one month from the date** when respective claim for reimbursement is presented to the IB.
- Beneficiary Financial Identification Form
- Statement signed by the **Authorised Representative** specifying that:
  - (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 in the form of a report is completed within the duration of the operation period being the timelines outlined in the Grant Agreement
  - (iv) The Beneficiary has ensured that any rules governing accumulation of aid have been respected.

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

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