

Cohesion Policy 2014-2020

Operational Programme I (2014-2020)

*Fostering a competitive and sustainable economy to meet our
challenges*

Guidance Note on how to fill in an Application Form

European Regional Development Fund (ERDF)

Table of Contents

General Introduction	- 5 -
Scope of the Guidelines	- 5 -
Call Conditions and General Recommendations	- 6 -
Financial Assessment or Cost Benefit Analysis	- 7 -
Technical requirements and settings needed to use the electronic form	- 7 -
Chapter 1: Introduction	- 8 -
Chapter 1.1: Registration and how to access the SFD 14-20 Browser Based version	- 9 -
Chapter 1.2: Choosing the correct Call and Operational Programme	- 9 -
Chapter 2: Step by Step Guidelines to the e-Application Form	- 12 -
Section 1: Application Summary	- 12 -
Section 2: Applicant	- 15 -
Section 2.1: Organisation's Details	- 15 -
Section 2.2 - VAT status	- 16 -
Section 2.3 - Involvement of any other Organisation (Local or Transnational).....	- 17 -
Section 2.4 - Institutional Framework.....	- 18 -
Section 2.5 - Experience in EU and National Funded Projects (of same/similar nature)	- 19 -
Section 2.6 - Co-ordinating Body/Line Ministry.....	- 22 -
Section 3: State Aid.....	- 23 -
Section 4: Intervention Logic and Contribution to the Indicators	- 26 -
Section 4.1: Specific Objective.....	- 26 -
Section 4.2: Contribution to the Development Needs.....	- 26 -
Section 4.3: Expected Result/s	- 27 -
Section 4.4: List of Interventions	- 28 -
Section 4.5: Target Groups supported by the project	- 29 -
Section 4.6 – Output Indicators.....	- 29 -
Section 4.7 – Result Indicators	- 30 -
Section 4.8: Method of Quantification	- 31 -
Section 4.9: Method of Verification	- 31 -

Section 5: Project Details	- 32 -
Section 5.1: Technical Description of the Investment	- 32 -
Section 5.1.1: Project Phases	- 32 -
Section 5.2: Contribution to Gozo's socio-economic development.....	- 33 -
Section 6: Financial Plan.....	- 34 -
Section 6.1: Financial Plan.....	- 34 -
Section 6.2: Revenue Generation	- 37 -
Section 6.3: Other Community Financing Sources	- 39 -
Section 6.4: Private Investment	- 40 -
Section 7: Permits and other assessments.....	- 41 -
Section 7.1: Planning Permits	- 41 -
Section 7.2: Environmental Permits	- 42 -
Section 8: National Priorities (Ex-ante Conditionality)	- 44 -
Section 8.1: National Priorities	- 44 -
Section 8.2: Thematic ex-ante conditionalities.....	- 44 -
Section 8.3: General ex-ante conditionalities.....	- 45 -
Section 8.4: Added value	- 45 -
Section 9: General Equality, Equal Opportunities and Non-discrimination (including accessibility) -	47 -
Section 9.1.1: Legal Obligations	- 47 -
Section 9.1.2: Equal Opportunities	- 48 -
Section 9.2: Sustainable Development	- 49 -
Section 10: Publicity	- 52 -
Section 10.1: Obligatory Publicity measures as per Regulation	- 53 -
Section 10.2: Other Publicity measures.....	- 54 -
Section 10.3: Justification	- 56 -
Section 11: Sustainability of the Project.....	- 57 -

Section 12: Conditionality and Risks.....	- 57 -
Section 13: Data Protection	- 59 -
Section 14: Additional Information	- 60 -
Section 15: Declaration	- 60 -
Section 16: Checklist of Attachments	- 60 -
Chapter 3: Submitting the e-Application Form	- 61 -
Chapter 3.1: Validations in the Application	- 61 -
Chapter 3.2: Submitting the Application.....	- 61 -
Chapter 4: Basic Terms and Conditions.....	- 63 -
Annex I: Registering for the first time	- 65 -
Annex II: Accessing the System	- 68 -
Annex III: Requesting a change in Password	- 69 -
Annex IV: List of ERDF/CF Eligible Activities	- 71 -
Annex V: Territorial Type (Section 6).....	- 72 -
Annex VI: Revenue Generation/FFS/CBA	- 74 -
Annex VII: Checklist of Attachments (Section 16)	- 76 -
Annex VIII: Exporting e-Application form to .pdf	- 79 -

General Introduction

The Planning and Priorities Coordination Division (PPCD) within the Ministry responsible for European Funds is the designated **Managing Authority (MA)** responsible for the overall coordination and management of the **European Regional Development Fund (ERDF)** and the **Cohesion Fund (CF)** under **Operational Programme I (2014-2020)**.

The MA issues calls for proposals for ERDF and CF at different intervals of the Programme's lifetime. To submit an application, you will be required to register on the web browser version of the **Structural Funds Database 2014-2020 (SFD14-20)** and complete the online application form (hereafter referred to as the 'e-Application form'). **Only e-application forms which are submitted through SFD14-20 NOT later than the deadline stipulated for the call will be considered.**

Please ensure that you read these detailed Guidance Notes, the **Guidance Note on Eligibility and the Guidance Note on Indicators issued with this call**, which are accessible on our website, <https://fondi.eu/> before submitting your application.

Scope of the Guidelines

The scope of this document is to provide assistance to Applicants when applying for projects co-financed by the ERDF and the CF under Operational Programme I (OPI) (2014-2020) by using the **e-Application Form** accessible through the electronic system SFD14-2020.

The MA has specifically developed this electronic system to be used during 2014-2020 programming period as the main tool to submit assess, monitor and exchange information related to the OPI. The IT system for the 2014-2020 programming period includes a facility enabling the electronic submission of applications for support. The online submission implies that the evaluation of the proposals will be done through the SFD 2014-2020.

The purpose of the document is solely to provide guidance to Beneficiaries by providing a step-by-step explanation on the main aspects to consider when filling an online application form to apply for a grant under OPI. It should be interpreted in conjunction with the general principles as laid out in Regulation (EU) No 1303/2013¹, Regulation (EU) 1301/2013², and Regulation (EU) 1300/2013³. **These Guidelines**

¹ Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006;

² Regulation (EU) No 1301/2013 of the European Parliament and of the Council of 17 December 2013 on the European Regional Development Fund and on specific provisions concerning the Investment for growth and jobs goal and repealing Regulation (EC) No 1080/2006;

³ Regulation (EU) No 1300/2013 of 17 December 2013 on the Cohesion Fund and repealing Council Regulation (EC) No 1084/2006.

cannot in any way override the general principles included in the abovementioned Regulations and any subsequent amendment.

Call Conditions and General Recommendations

Call XIV under Operational Programme I is restricted to the following Priority Axes and Investment Priorities:

- **Priority Axis 3 – Enhancing Malta’s competitiveness through investment in SMEs** to be undertaken by **Ministries, Government Departments and Public Sector Entities**.

Investment Priority (IP) 3d - *Supporting the capacity of SMEs to grow in regional, national and international markets, and to engage in innovation processes*

- **Priority Axis 4 - Shifting towards a low-carbon economy** to be undertaken by **Ministries, Government Departments, Public Sector Entities, NGOs and VOs** registered with the office of the Commissioner for Voluntary Organisations.

Investment Priority (IP) 4c – *Supporting energy efficiency, smart energy management and renewable energy use in public infrastructure, including in public buildings, and in the housing sector*

Note: Only applications for **investments primarily supporting energy efficiency targeting public infrastructure and public owned buildings open for the general public** will be considered for the purpose of this call.

E-Application forms must be **completed in full. The declaration form under Section 15 of the e-Application Form is to be signed, stamped and dated by the Project Leader and endorsed by the CEO/Head of the Organisation.**

The call for Priority Axis 3 will close on **Monday 10th July 2023 at noon.**

Once an e-application has been formally submitted it will be assessed by the Project Selection Committee (PSC) through a set of **eligibility** and **selection criteria** which have been approved by the Monitoring Committee (MC) as outlined in the **Guidance Note on Eligibility issued with this Call.**

Potential Applicants are strongly advised to:

- Provide clear information on what the Applicant intends to do, how the Applicant will do it, where the Applicant will do it, how much it costs and who will benefit from it. If this basic information is not clear, the MA and the PSC will be unable to understand the project and are more likely to reject it;
- Read thoroughly the OP and any other guidance documents issued by the MA;
- Explain things clearly; assume the reader will not be familiar with your proposed activity or organisation;

- Explain any acronyms;
- Be focused and realistic when committing to target indicators; unrealistic targets may result in the application being rejected and/or penalisation at project selection stage;
- Clearly describe how the Applicant will meet the European Structural Investment Funds requirements; any statement of the obvious will not be accepted as a response to any part of this Application Form;
- Fill in **all** sections of the *e-application form*. It should be noted that the electronic system will not allow the Applicant to re-submit the e-form, once it has been submitted.

Financial Assessment or Cost Benefit Analysis

Only prospective Applicants proposing investments which **give rise to revenue generation** need to submit together with the Application Form (and subsequently update accordingly throughout the lifetime of the project, if needed) a **Financial Assessment or Cost Benefit Analysis**, in accordance with Section 6 and Annex VI of these Guidance Notes. Applicants should be guided by the following table:

Project Cost	Revenue Generating?	Study required
€0 - €5,000,000	No	None
	Yes	Financial Assessment
More than €5,000,001	No	None
	Yes	Full Cost Benefit Analysis

Applicants should note that the Cost-Benefit Analysis should be prepared by independent consultants / service providers and the authors should be clearly identified on the front page of the study.

Prospective Applicants are reminded that the main principles of the CBA methodology are enshrined in the Commission Implementing Regulation no 2015/207 and in Delegated Regulation 480/2014. Hence Applicants are strongly encouraged to familiarise themselves with both Regulations as well as to the **Updated Guide to Cost-Benefit Analysis of Investment Projects⁴ launched by the European Commission in July 2015.⁵**

Technical requirements and settings needed to use the electronic form

The Application Form was built using the Structural Fund Database (SFD) 2014-2020. In order to be able to access the online Application Form, potential Applicants will need to first **register**, as explained

⁴The Guidance to Cost Benefit of Investment Projects can be accessed through:
https://wayback.archive-it.org/12090/20221203224508/https://ec.europa.eu/inea/sites/default/files/cba_guide_cohesion_policy.pdf

⁵ As noted in MA circular 01/2015.

under **Chapter 1** of this document. Upon registration, the Applicant will receive an email, in the indicated email address by the Applicant, to activate the registration, by clicking on the link provided within the email.

Only the person who has proceeded with the registration as described above can access the online Application Form. It is the Organisation's responsibility to ensure that the Applicant registering and submitting the e-Application Form is representing the Organisation concerned.

All applications must be submitted to the MA online via SFD 2014-2020 by the deadline highlighted in the relevant Call or any subsequent notification.

The deadline for submitting the application will **NOT** be amended to cater for last minute contingencies, such as disruptions to the internet connection or to the electricity grid. In this regard, please keep in mind the following recommendations:

- **DO NOT** wait for the last day to submit the application form particularly since an increase in users is expected closer to the closing date of the call and this may result in delays;
- 'Save' your work regularly;
- The IT system will not allow for any amendment after the formal submission;
- The **screen resolution** of your PC may affect the appearance of the SFD application data content;
- The **choice of browser** may affect the registration process. It is recommendable to use Google Chrome;
- The system may experience periods of downtime for maintenance reasons.

Saving work does not imply that the application is submitted. In order to submit the Application, the potential Applicant needs to **confirm** the application. Once confirmed the system will generate an acknowledgement email together with the application reference number.

In case of **ICT technical support** kindly contact:

SFD IT Unit (PPCD)

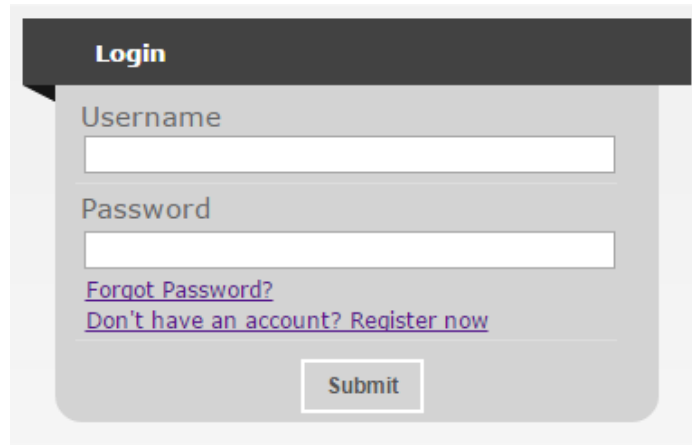
Telephone: +356 25552688 or +356 25552646

Email: eufunds.ict.mefl@gov.mt

Chapter 1: Introduction

Chapter 1.1: Registration and how to access the SFD 14-20 Browser Based version

Registration is necessary through the web-based version of the SFD14-20 accessible through: www.sfd.gov.mt/application.



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

Figure 1: Registration Window

As shown in Figure 1, **first-time Applicants** can register by clicking on the “**Don’t have an account? Register now**” link. Please refer to Annex I “Registering for the first time” of this document for a more detailed step-by-step guide.

Registered Applicants can access the SFD14-20 application by inserting their username and password details. Please refer to Annex II “Accessing the system” of this document for a more detailed step-by-step guide.

If forgotten, a user’s **password can be changed** by clicking on the “Forgot Password?” link⁶. Please refer to Annex III “Requesting a change in password” for this document for a more detailed step-by-step guide.

Chapter 1.2: Choosing the correct Call and Operational Programme

Following the successful activation of the user account the Applicant is directed to login into the System and then directed to the *home screen* as shown in **Figure 2** below.

⁶ Usernames and passwords should not be shared. Abuse of credentials may lead to disciplinary action in terms of the Data Protection Act and Computer misuse provisions of the Criminal Code in line with the Government of Malta Password Policy and any subsequent policies and legislation.

Open calls	Programme	Start Date	End Date	
Call 1 - SME Internationalisation Grant Scheme	OPI - Fostering a competitive and sustainable economy to meet our challenges.	10/10/2016 08:00:00	31/12/2020 12:00:00	New Application
Call 1 - SME Diversification and Innovation Grant Scheme	OPI - Fostering a competitive and sustainable economy to meet our challenges.	10/10/2016 08:00:00	31/12/2020 12:00:00	New Application
Call 1 - e-Commerce Grant Scheme	OPI - Fostering a competitive and sustainable economy to meet our challenges.	10/11/2016 12:00:00	31/12/2020 12:00:00	New Application
Call 1 - SME Consultancy Services Grant Scheme	OPI - Fostering a competitive and sustainable economy to meet our challenges.	10/11/2016 12:00:00	31/12/2020 12:00:00	New Application
Call 4 - Priority Axis 4 (IP4a)	OPI - Fostering a competitive and sustainable economy to meet our challenges.	25/11/2016 17:00:00	05/05/2017 12:00:00	New Application
Call 4 - Priority Axis 5 (IP6c)	OPI - Fostering a competitive and sustainable economy to meet our challenges.	25/11/2016 17:00:00	05/05/2017 12:00:00	New Application

Figure 2: Home Screen

The Home Screen is divided into two sections. The upper section lists the **Open Calls**, the respective **Programme** for each call, and the **start/end date** for project submissions. The **'New Application'** button is to be clicked only when the Applicant has identified the call under which the proposal will be submitted as well as the OP that will fund the proposed investment.

The lower section of the home screen contains the details of any applications which have been created by the user. Before an application is inserted, this lower section will appear empty given that **there are no applications** yet created.

Call 4 - Priority Axis 4 (IP4a)	OPI - Fostering a competitive and sustainable economy to meet our challenges.	25/11/2016 17:00:00	05/05/2017 12:00:00	New Application
Call 4 - Priority Axis 5 (IP6c)	OPI - Fostering a competitive and sustainable economy to meet our challenges.	25/11/2016 17:00:00	05/05/2017 12:00:00	New Application

Call	Programme	Project	Reference	Confirmed	
Call 4 - Priority Axis 4 (IP4a)	OPI - Fostering a competitive and sustainable economy to meet our challenges.	Project Title 1		NO	View

Figure 3: Insertion of a New Application

It is relevant to point out that the system will allow the Applicant to submit more than one project under an open call (related to both OP I and OPII). In such case, the Applicant should click on the relevant **'New Application'** button to create an additional application form if/when required.

Once a new application is generated the relevant details will appear in the lower section of the Home Screen as shown in Figure 3. At this stage of the application process, the **project's** details and **reference number** in the Project Column will appear blank. In this regard, if more than one application is to be submitted by the Applicant, it is highly recommended that the project title (from the **Application Summary** section) is inserted as a first step so that the Applicant can distinguish between different application forms throughout the whole process. The project's reference number will be automatically

generated by the system when the application is eventually submitted electronically to the Managing Authority.

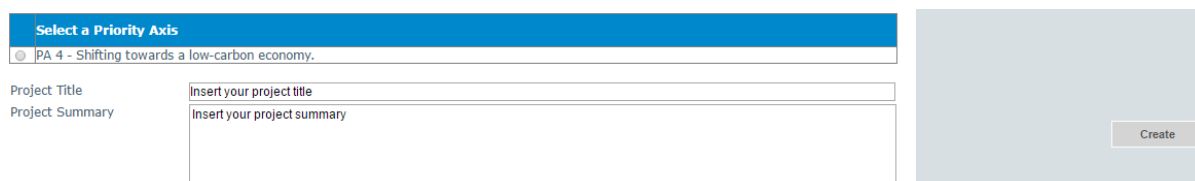
The **'View'** button will allow the Applicant to access the e-application form.



The Home Screen also includes two icons at the top-right of the screen. These icons are visible in all the various screens of the application. The Home button will direct the Applicant back to the home screen. The Person button will allow the Applicant to either change his/her password or to sign out.

Chapter 2: Step by Step Guidelines to the e-Application Form

Section 1: Application Summary



The screenshot shows a web form titled 'Select a Priority Axis'. A dropdown menu is open, showing 'PA 4 - Shifting towards a low-carbon economy.' Below the dropdown are two input fields: 'Project Title' with the placeholder text 'Insert your project title' and 'Project Summary' with the placeholder text 'Insert your project summary'. To the right of these fields is a grey button labeled 'Create'.

Figure 4: Application Summary

A project application can only be submitted under **one Priority Axis (PA)**. For the project to be **eligible**, the applicable **Priority Axis and Investment Priorities (IPs)** must be open for project proposals at the time of submission.

As shown in the **Figure 4** above, in this section the Applicant must tick the relevant **Priority Axis (PA)** and insert the **Project Title** and **Project Summary**. The **Project Title** should be concise and descriptive of the project, unique and suitable to be retained as the permanent project name. Ideally this should not be more than ten (10) words. **Note: Once an Application Form is created, the field 'Title' cannot be amended.**

The Project Summary should be a short non-technical description of the proposed project. The description provided will be published on the MA's website and used for other reports issued from time to time by the MA. This section will serve the assessor as a summary of the project and therefore the information should be self-explanatory.

The **'Create'** button will allow the Applicant to proceed to the next step. Once this button has been clicked, the information is saved in the system. If the Applicant needs to change the Priority Axis, the user must delete the Application Form and create a new one.

Applicants are advised to ensure that the proposal is eligible for co-financing prior to selecting the Priority Axis under which the proposal will be submitted. In this regard, applicants are advised to refer to the relevant sections of the **OPI 2014-2020** (e.g. description of these axes, investment priorities, indicators etc.) and the **Eligibility Guidelines** issued by the MA to ensure compliance with the gateway eligibility criteria.

1.1 - Executive Summary

Executive Summary – Small Project			
Call	Call 14		
Priority Axis	PA 4 Shifting towards a low-carbon economy.		
Project Title	cc		
Project Summary	ccc		
Start Date	<input type="text"/>	End Date	<input type="text"/>
Grant Requested			
Amount of Public Funding needed for the Project	<input type="text" value="0.00"/>		

Figure 5: Application Summary

The project start date refers to the date when preparations on the project's activities start or are envisaged to start (excluding drafting of the Application Form but including the date when a tender/call started being drafted). Project duration should factor in the time spent in the preparation and launching of tenders/calls. In this regard, advice regarding average duration of public tenders can be obtained from the EU unit within the Department of Contracts.

The project closing date refers to approximately two months following the last payment incurred through the grant. During these last two months, the Beneficiary would be expected to draw up the Closure Report.

The **Grant Requested** is the portion of the eligible expenditure amount which will be financed by public/EU funds⁷.

In this regard, it should be noted that in order to be considered eligible, the project's costs need to be in line with the national eligibility rules⁸ as well as with relevant EU Regulations, more specifically the Fund Specific Regulations,⁹ the Common Provisions Regulation¹⁰ and any subsequent modifications.

Clicking the **view button** on the home page will direct the Applicant to **Section 1** of the e-application form. However, the Applicant can choose between the different sections by clicking the links on the left-hand side menu.

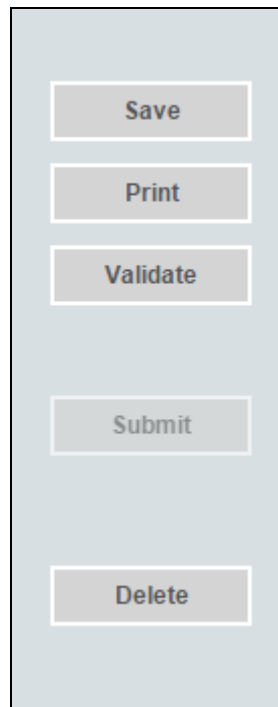
⁷ This excludes the co-financing share to be financed by the Beneficiary

⁸ The National eligibility rules can be downloaded from the PPCD website: www.eufunds.gov.mt.

⁹ Regulation (EU) 1300/2013 (ERDF); Regulation (EU) 1301/2013 (CF)

¹⁰ Regulation (EU) 1303/2013 (CPR)

On the right-hand side of the application, the Applicant also has the possibility to choose between 5 different function boxes: **Save, Print, Validate, Submit and Delete.**



It is important to note that saving the document does not mean that the Application has been submitted to the MA but only that the information has been stored on the system and can be still updated/amended until the final version is submitted.

The **'Print'** function will allow the Applicant to print that particular section allowing him/her to distribute the data internally without having to provide his/her credentials to third parties. **Refer to Annex VIII 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 Applicant wants to verify sections of the applications which have been completed in full before the endorsement of the relevant Head of the organisation and Permanent Secretary have been uploaded. It is recommended that the Applicant validates the sections as soon as compiled with all the necessary information to confirm that the e-application form is being correctly filled in, before going into the actual submission of the application. Applicants are reminded that any changes made to a section previously validated will need to be re-validated.

Only when all the verifications have been carried out will the **'Submit'** button be activated allowing the submission of the application. The **'Delete'** function results in the permanent removal of an application from the SFD application form.

Section 2: Applicant

Section 2 consists of **six (6) sub-sections** which are described in detail below.

Section 2.1: Organisation's Details

2.1 - Organisation Details

Organisation Details	
Name of organisation	Name of Applicant Organisation e.g. PPCD
Head of organisation	Name of Head of Organisation e.g. Paul Jones
Address	Address e.g. Triq il-Kukkanja, Santa Venera
Post Code	Post Code e.g. SVR 1234
Vat Number (if any)	VAT number (see guidance)
Type of Organisation	NGO x ▾
Legal Status	12. - NGO's x ▾
Entity Classification	NGOs x ▾
Project Leader	Name of Project Leader (PL) within the Applicant Organisation e.g. Anne Parker
Position within Organisation	Position of PL within the organisation e.g. Director
Phone number	PL's phone no. e.g. 22001143
Email Address	email@email.com
Contact Person	Name of Contact Person (CP) within the Applicant Organisation e.g. Peter Smith
Position within Organisation	Position of CP within the organisation e.g. Assistant Director
Phone number	CP's phone no. e.g. 22001143
Email Address	email@email.com

Please upload the Legal Act constituting the Entity (e.g the Deed of Foundation) under the section checklist of attachments as applicable

Figure 6: Organisation Details

Figure 6 captures the data fields that are to be filled in by the Applicant which include information on the Organisation, the Project Leader and the Contact Person.

In cases where the organisation does not have a VAT number, please insert the code 0000-0000MT.

In order to fill in this section, it should be noted that:

Type of organisation: The Applicant is to indicate the type of organisation applying for funds from the drop down menu provided.

Legal Status: The Applicant is to also indicate the legal status of the Organisation as shown in Figure 6. Applicants other than Public sector organisations and public equivalent bodies are to indicate their legal status in the "other" section. **The Legal Act (e.g. the Deed of Foundation) constituting the Entity shall be attached under Section 16, as applicable.**

The **Project Leader** is the person responsible for the implementation. The Project Leader must be from the Applicant organisation given that he/she will carry the overall financial and legal responsibility for

the implementation of the project. The Applicant organisation should strive not to nominate as Project Leader persons/officials who are already acting as Project Leaders in other approved projects. Although the Applicant and the Project Leader may be two different individuals, but it is advisable that they are the same individual.

The **Contact Person** cannot be the same person as the Project Leader as this will normally impinge on capacity of the organisation as well as on the project status. He/she must be an additional person with whom the project can be discussed and to whom any queries can be copied and/or referred. The Contact Person may also be from the Beneficiary organisation. It is extremely important to indicate as Contact Person someone who will be easily accessible and who will be well aware of all the details concerning the project's implementation. The Contact Person is necessary to ensure smooth communication flows between the organisation and the relevant stakeholders.

The Contact Person's position in the Organisation (if applicable), contact details and email address are to reflect the details of the Contact Person proposed.

Section 2.2 - VAT status

2.2 - VAT Status

Please identify whether the activities within the project give rise to sales on which VAT is charged and/or whether the organisation can recover VAT on expenditure incurred.

- Yes
- No
- Partial

Figure 7: VAT status

In section 2.2 (as shown in the **Figure 7**), the Applicant is to indicate the VAT status for the activities of the project.

If replying '**Yes**' to any of the options, then VAT cannot be considered as an eligible cost of the project since it can be recouped from the VAT Department.

If replying '**No**' in both instances, the organisation can charge the VAT element as an eligible cost to the project but cannot recoup the same VAT amount from the VAT Department.

If the project is '**Partially**' related to the sales on which VAT is charged, VAT cannot be considered as an eligible cost of the project but the organisation can recover that VAT from the VAT Department.

In order for VAT to be considered as an eligible component, confirmation from the VAT Department needs to be obtained by the Beneficiary once the project is approved and before signature of the Grant Agreement.

Section 2.3 - Involvement of any other Organisation (Local or Transnational)

Under this section, the Applicant is to indicate whether the project entails the involvement of any another organisation/s. A section left blank will be assumed to signify that **no** partners will be involved. On the contrary, if any details are inserted, all reporting fields are mandatory.

2.3 - Involvement of any Organisation (Local or Transnational)

2.3.1 Does the project involve the participation of local partner organisation/s?

Yes

No

2.3.2 Does the project involve the participation of transnational partner/s?

Yes

No

2.3.3 Provide list of organisation/s involved in the project as applicable. A letter of intent per partner organisation is to be annexed to this application. Each letter should include reference to:

- Partner involvement listing applicable role;
- Listing the mutual benefit; and
- Added Value

Figure 8: Involvement of any other Organisation

The Applicant must clearly explain the **role of its partner/s** in the project, in terms of their concrete contribution as well as the added value of their involvement in terms of achievement of the expected results as outlined in **Figure 8** above. A partner must have the necessary expertise to be involved in the project's activities and the Applicant is therefore required to highlight its remit vis-à-vis the assigned role.

If the partner will receive ERDF/CF funds for the activities carried out, the exact amount and a brief description of its involvement in that sub-activity should be provided. The Applicant should also indicate whether the partner **will provide co-financing**, the exact amount being financed by the partner/s, the activities which are being co-financed and the source of co-financing (e.g. own funds, bank loan, guarantees, etc.).

There is no limit on the number of partners that can be included.

Partners should sign a letter of intent as a proof of commitment to the project. This letter must reflect all the information provided in this section of the e-application form. This declaration is

to be signed by the partner (stamp and date) and annexed to the Application Form under Section 16. Should the Partner be providing any co-financing, the Project Selection Committee may request further proof of such co-financing.

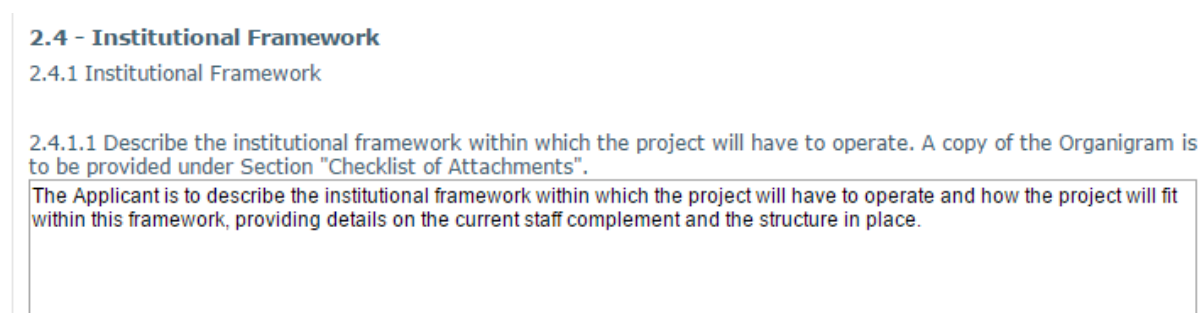
Section 2.4 - Institutional Framework

The scope of this section is to demonstrate that the Organisation has the necessary capacity to implement and maintain and/or operate the project. The management of Structural Funds is taxing on any organisation. Therefore, the Applicant must provide proof that it has the necessary resources and expertise to manage the project, provide leadership and exercise control over any third party contractors that may be involved in the project. The Beneficiary (organisation implementing the project) remains responsible for all aspects relating to the project (even for third party errors) during the auditable lifetime of the project.

The Institutional Framework section is divided into three parts: Institutional Framework, Operational Capacity and Financial Capacity.

In the first sub-section as captured in **Figure 9** below, the Applicant is to describe the institutional framework within which the project will operate and how the project will fit within this framework, providing details on the current staff complement and the structure in place. Applicants can provide the Organisation Framework (organigram) which is to be uploaded under Section 16 (Checklist of Attachments). The Applicant's Organisation Chart (Organigram) is to clearly highlight the units/sectors that will be involved in the implementation of the project and the interaction between each unit/sector and the Project Leader.

In the second sub-section, the Applicant is then requested to identify the operational capacity required within this institutional framework (Section 2.4.2.1) and to describe how the project's activities will be operated and maintained after the project's completion, specifying the structures that are or will be put in place to implement the planned investment (Section 2.4.2.2), as illustrated in **Figure 10** below.



The image shows a screenshot of a document titled "2.4 - Institutional Framework". Underneath, it says "2.4.1 Institutional Framework". Below that, there is a sub-section "2.4.1.1 Describe the institutional framework within which the project will have to operate. A copy of the Organigram is to be provided under Section "Checklist of Attachments"." A text box below this contains the instruction: "The Applicant is to describe the institutional framework within which the project will have to operate and how the project will fit within this framework, providing details on the current staff complement and the structure in place."

Figure 9: Institutional Framework

2.4.2 Operational Capacity to complete the proposed activities

2.4.2.1 Describe the operational capacity (key staff complement) that will be implementing this project.

The Applicant is then requested to identify and describe the key staff complement necessary to implement this project making reference to the organigram provided under Section 16.

In this section the Applicant is to clearly outline the different 'units' (including the number of officers and expertise) that will be working on the project and that will be responsible for the different phases related to the project's implementation, such as procurement, payments, financial control unit and how these will be coordinated and managed by the Project Leader.

In this section the Applicant should demonstrate whether existing staff have been identified appropriately and should specify whether new staff will be openly recruited to provide support in the project's implementation.

2.4.2.2 Describe how the activities will be maintained/operated.

The Applicant should describe the how the project's activities will be operated and maintained after the project's completion, specifying the structure that are or will be put in place to implement the planned investment.

Figure 10: Operational Capacity

Section 2.5 - Experience in EU and National Funded Projects (of same/similar nature)

In this section the Applicant is to indicate whether the Organisation has already been involved in or awarded an EU or similar national funded project. If in the affirmative, the Applicant is to provide all relevant details. In order to assess the capacity of the organisation to manage projects, the Project Selection Committee may consider the experience of the organisation in handling own funded projects of similar magnitude, budget or nature.

2.5 - Experience in EU and National Funded Projects (of same/similar nature)

Previous EU/MT experience

Name of Project	Year Award	Year Completion	Total Project Cost €

Name of Programme

Details of the awarding body

Name of Project

Reference Number

Total Project Cost €

Year of award

Year of completion

Status of Project

Figure 11: Experience in EU and National Funded projects

Applicants are to insert data in the lower fields as shown in **Figure 11** above. The data to be inputted includes the **“name of programme”, “details of awarding body”, “name of project”, “reference number”, “total project costs”, “year of award”, “year of completion”, “status of project”**. The upper fields are cross referenced and will be automatically populated once such details are inserted and the button **“save experience”** has been ticked.

2.5 - Experience in EU and National Funded Projects (of same/similar nature)

Previous EU/MT experience

Record inserted. ✕

Name of Project	Year Award	Year Completion	Total Project Cost €
e.g. Project	2007	2012	800000.00

Name of Programme

Details of the awarding body

Name of Project

Reference Number

Total Project Cost €

Year of award

Year of completion

Status of Project

Figure 12: Example of a saved record under Section 2.5 (upper section)

As shown in the **Figure 12** above there is no limit to the number of experiences which can be recorded in the system. The insertion of multiple experiences is explained below by using the “save the experience” button.

2.5 - Experience in EU and National Funded Projects (of same/similar nature)

Previous EU/MT experience

Name of Project	Year Award	Year Completion	Total Project Cost €
e.g. Project	2007	2012	800000.00
e.g. Project No.2	2010	2014	1000000.00

Figure 13: Experience in EU and National funded projects (upper section)

This section provides three functionalities: to **save the experience**, to **remove the experience** and to **clear the text**. Their function is similar to that explained in Section 2.3:

- The ‘Save Experience’ button will allow the Applicant to save the data 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.

- 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 organisation's name (on the upper part of the section) and then click on the 'Remove Organisation' 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 has selected any of the already saved experiences (the selection can be seen since the text changes colour – refer to **Figure 14** below), pressing clear will remove such selection. It is important that this function is used (if any particular experience is selected) because otherwise, typing any details will overwrite whatever has been previously inserted).

2.5 - Experience in EU and National Funded Projects (of same/similar nature)

Previous EU Experience

Name of Project	Year Award	Year Completion	Total Project Cost €
e.g. Project	2007	2012	800000.00
e.g. Project No.2	2010	2014	1000000.00

Figure 14: Experience in EU and national funded projects (upper section – removal of inserted experience)

A **blank enter** is assumed to signify that the Applicant has **no experience in managing EU and national funded projects or similar**. This section may be left blank however if any details are inserted, all fields will become mandatory.

Section 2.6 - Co-ordinating Body/Line Ministry

2.6 - Co-ordinating Body/Line Ministry

Ministry

Type in the Co-ordinating Body/Line Ministry. E.g. the Co-ordinating Body/Line Ministry for a University Project is the Ministry for Education and Employment.

Figure 15: Co-ordinating Body/Line Ministry

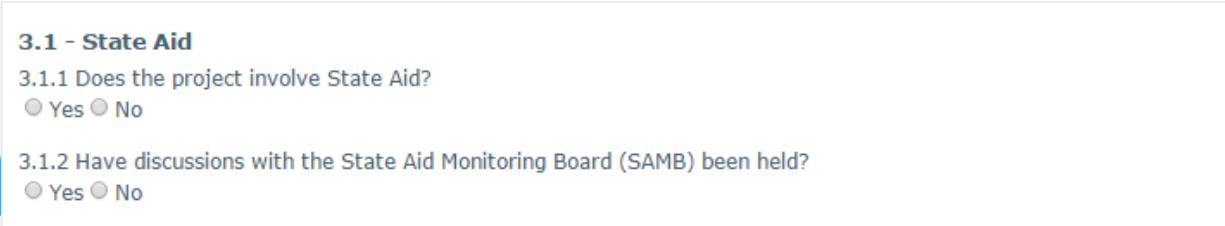
This Section is mainly relevant to public sector projects. The Line Ministry is entrusted with the role of co-ordinating body for all the departments/ entities benefitting from Structural Funds and Cohesion Fund falling under the Ministry's remit. The coordinating body will be responsible to liaise between the Applicant and the MA and other horizontal stakeholders throughout the implementation of the project.

Section 3: State Aid

EU State Aid rules apply to projects which involve any direct (or indirect) financial support from the public sector to commercial enterprises or organisations carrying out an economic activity, or if in some way the assistance involved distorts trade or threatens competition within the Community. Applicants should note that State Aid is determined by the nature of the project and not necessarily by the nature / status of the organisation.

ALL Applicants of ERDF and CF-assisted projects must ensure compliance with State Aid rules. **If the rules are breached (even after the project ends), any grant (even if already paid) may have to be recovered.** Applicants should note that the project proposals that involve State Aid will be considered, provided that the Applicant agrees to implement the project in line with the applicable State Aid Rules. Applicants should also note that the involvement of State Aid is not necessarily tied to the legal status of the Applicant but to the nature of the activity. In this regard, early discussions with the State Aid Monitoring Board (SAMB) and/or experts on State Aid of the Applicant's choice are encouraged to clear the State Aid position. Any evidence of correspondence between the Applicant and SAMB should be annexed to the application form (under Section 16 of this application form).

In the **Figure 16** below, the Applicant must indicate whether the project will involve State Aid or not by ticking the appropriate tick-box (in section 3.1.1) accordingly. In Section 3.1.2 the Applicant has to indicate whether discussions have been held with the State Aid Monitoring Board (SAMB) as to whether this project involves State Aid or otherwise.



3.1 - State Aid

3.1.1 Does the project involve State Aid?
 Yes No

3.1.2 Have discussions with the State Aid Monitoring Board (SAMB) been held?
 Yes No

Figure 16: State Aid

In the second part of this section, **Figures 17 (A) and (B)** below, the system will only allow the applicable text box to be filled subject to the replies provided in Section 3.1.1 and Section 3.1.2, 'greying out' questions which are not applicable as shown in the figure below.

Please explain how it has been concluded that the project **does not** involve state aid.

If reply to Section 3.1.1 is NO and Section 3.1.2 is NO:

The Applicant is to justify how it has been concluded that the project does not involve state aid even though discussions have not been held with SAMB.

Any evidence of correspondence between the Applicant and other experts on State Aid (other than SAMB) should be annexed as applicable.

Please outline the outcome of discussions with SAMB which have resulted in the conclusion that the project **does not** involve state aid.

If the reply to Section 3.1.1 is NO and the reply to Section 3.1.2 is YES:

The Applicant is to describe the discussions with SAMB which have resulted in such a conclusion.

Any evidence of correspondence between the Applicant and SAMB should be annexed as applicable.

Figure 17 (A): State Aid

Please explain how it has been concluded that the project **does** involve state aid

If the reply to Section 3.1.1 is YES and the reply to Section 3.1.2 is NO:

The Applicant is to justify how it has been concluded that the project does involve state aid even though discussions have not been held with SAMB.

Any evidence of correspondence between the Applicant and other experts on State Aid (other than SAMB) should be annexed as applicable.

Please outline the outcome of discussions with SAMB which have resulted in the conclusion that the project **does** involve state aid.

If the reply to Section 3.1.1 is YES and the reply to Section 3.1.2 is YES:

The Applicant is to describe the discussions with SAMB which have resulted in such a conclusion.

Any evidence of correspondence between the Applicant and SAMB should be annexed as applicable.

Figure 17 (B): State Aid

The contact person within SAMB is:

Dr Yana Haber
State Aid Monitoring Board
St Calcedonious Square
Floriana
Tel: 21252757 / 21223878
Email: yana.haber@gov.mt

Note: The PSC reserves the right to consult the SAMB during and after the project selection procedure, as necessary.

Section 4: Intervention Logic and Contribution to the Indicators

Applicants are to refer to the Guidance Document on Eligibility for Call XIV and the Guidance Note on Indicators for Call XIV issued with this call, when addressing Section 4 which provides guidance on the Investment Priority, the Specific Objective, the Development Need, the Expected results, the Actions and the Indicators (Output and Result). By way of example, the figures depicted below are reflecting Priority Axis 4.

Section 4.1: Specific Objective

The '**Specific Objective**' is the result to which an investment priority contributes through actions or measures undertaken within such a priority¹¹. The Applicant is to tick the Specific Objective (SO) as seen in the **Figure 18** below. The choice of SO's is limited to the relevant Priority Axis previously selected by the Applicant and open under this call.

4.1 - Specific Objectives

Specific Objectives	
<input checked="" type="checkbox"/>	Promoting the use of RES through financial incentives in the domestic sector and undertakings not carrying out an economic activity.

In the box below, please describe how the project fits within the selected Specific Objective/s.

The Applicant is to provide a brief description of how the project will address the specific objective/s.

The Applicant must clearly state what the project intends to achieve and how this will contribute to achieving the objectives of the Priority Axis as set out in OP I.

Figure 18: Specific Objective

The Applicant must ensure that the proposal is addressing one of the listed Specific Objectives in order for the application to be eligible.

Section 4.2: Contribution to the Development Needs

Development Needs are the territorial challenges that the project aims to address. These are strictly related to the Specific Objective of each Investment Priority.

The Applicant shall ensure that the project addresses the development needs and territorial challenges in line with the analysis set out in the OPI. In this regard, as in previous sections of the *e-application form* will show the development needs that are coherent with the Priority Axis previously selected by the Applicant under the Section: Application Summary.

¹¹ As defined in point 34 of Regulation (EU) 1303/2013

Development Needs	
<input checked="" type="checkbox"/>	Involve every sector of the economy to contribute towards low carbon.

Figure 19: Contribution to development needs

The Applicant should ensure that the project is addressing one or more of the listed **development needs**. The project may address more than one development need as long as this is relevant within the selected investment priority and specific objective.

In the second part of this section, as outlined in **Figure 20**, the Applicant is to explain how the project will contribute towards the selected development need/s.

In the box below, the Applicant should describe how the project will concretely contribute to the selected Development Need/s.

The Applicant is to explain why the project is being undertaken within the context of the country's needs and the mandate of the relevant organisation. This section should give an explanation of why the project is needed; the likely demand (the market failures that have brought about the specific local problems that the project will address); the opportunity that the project will take advantage of, why is it necessary, as well as, how the project will tackle the problems/deficiencies identified.

The Applicant is to also outline how this project links with or complements Government strategies or initiatives, both in Malta and in Gozo (where applicable), which are then to be described in further detail in Section 8-National Priorities, Ex-ante conditionalities and European Value.

The Applicant is to demonstrate that the project/solution being proposed is the most appropriate and effective way of addressing this need. This could be based on previous experience of a pilot project, for example.]

Figure 20: Contribution to development needs

Section 4.3: Expected Result/s

The '**Expected Results**' for the specific objectives are pre-defined to strengthen the result-orientation of the programming¹². The Applicant is to tick the Expected Result (ER) as seen in **Figure 21** below. The choice ER's is limited to the relevant Priority Axis previously selected by the Applicant and open under this call. The Applicant is to explain the link between the selected result/s and the project as outlined in the figure below.

¹² Investments funded from ESI Funds need to be result-oriented rather than only focusing on the financial means in order to ensure that the Cohesion Policy will significantly contribute to the reduction in economic and social inequalities between Member States and to achieving the strategic Europe 2020 goals. The result-oriented approach implies that for each programme area the desired improvement in the situation has been identified at Programme level.

4.3 - Expected Results

Expected Results	
<input checked="" type="checkbox"/>	Increase the generation of energy from RES from the domestic sector and undertakings not carrying out an economic activity.

In the box below, please describe the link between the project and the Expected Result/s.

The Applicant is to provide a brief description of how the project will contribute towards the expected result/s.

The Applicant must clearly state what the project intends to achieve and how this will contribute to achieving the results of the Priority Axis as set out in OP I

Figure 21: Expect Result/s

The Applicant must ensure that the proposal is addressing one of the listed Expected Results in order for the application to be eligible.

Section 4.4: List of Interventions

To ensure consistency and a coherent response to the identified needs, OPI has identified a list of actions that will respond to the challenges that are being encountered under each Investment Priority. Through the planned actions envisaged under every Priority Axis, Government aims to effectively contribute towards the Europe 2020 objectives.

Actions	
<input type="checkbox"/>	Financial Incentives for renewable energy systems in households and undertakings not carrying out an economic activity such as NGO's

Figure 22: List of Interventions

The Applicant should identify the action/s that will be implemented through the project amongst those planned under the selected specific objective. The e-application will list only those actions which are relevant under the Investment Priorities. For example, in **Figure 22**, the actions are linked to Priority Axis 4 and SO "Promoting the use of RES through financial incentives in the domestic sector and undertakings not carrying out an economic activity" (selected in section 4.1). **The Applicant must ensure that the project implements one or more of the listed actions related to the selected specific objective.**

Section 4.5: Target Groups supported by the project

The Operational Programme clearly identifies the target groups under each IP. Under section 4.5.1 the Applicant is to tick the relevant target group/s as shown in **Figure 23**. The choice of target group/s presented is solely limited to the choice of Priority Axis and IP/s open under the relevant Call.

4.5 - Target Groups Supported by the Project

4.5.1 Target Groups

- Public Administration
- Private Sector including Large Enterprises, SMEs and Micro Enterprises
- Tourism Sector
- General Public
- Housing Sector
- Commuters
- Households
- Local Councils and Communities
- Industrial Sector
- Civil Society
- Business Community
- Maritime Sector
- NGOs
- Cultural Industry
- Tourists
- Artists

4.5.2 Other Target Groups

Please identify other target groups that will be supported by the project.

Applicants are to insert 'n/a' under this section if no other targets are envisaged.

Figure 23: Target Groups Supported by the Project

Under Section 4.5.2, as outlined in the figure above, the Applicant may also indicate additional target groups, other than those identified in section 4.5. Any “**other target groups**” identified are considered as “additional” targets and will not diminish or replace any obligation the project has towards contributing towards the target groups ticked under section 4.5.

Applicants are to report “n/a” under section 4.5.2 if no other targets are envisaged.

Section 4.6 – Output Indicators¹³

The Programme’s specific objectives and expected results are supported by a limited number of output and result indicators which indicate what the target of the programme intervention is. It is important that the projects contribute to the results outlined by OPI for the selected IP.

¹³ A **Guidance Note on the Indicators for this Call** has been published by the MA

In this context, the Applicant should ensure that the project is contributing and has clearly identifiable and measurable targets that satisfy at least one of the indicators set in the Programme under that IP for the selected specific objective. **Projects that do not meet the minimum criteria of contributing towards at least ONE indicator will not be considered eligible for funding.**

4.6 - Output Indicators

Output Indicators			
Output Indicators	Completion of Operation		
	Malta	Gozo	Total
4c - CO30 - Renewables: Additional capacity of renewable energy production			
4c - CO32 - Energy efficiency: Decrease of annual primary energy consumption of public buildings			
4c - CO34 - GHG reduction: Estimated annual decrease of GHG			
4c - PSO41 - Energy Efficiency: Decrease of annual primary energy consumption by the domestic sector.			

Figure 24: Contribution towards output indicators

The choice of indicators displayed by the SFD is limited to the Priority Axis selected and IPs currently open under that Call.

Each indicator should be realistically quantified and allocated **both** against the areas where it will be targeted (i.e. Malta, Gozo, or both) and against the **cumulative total year of completion of operation**.

Please refer to **Guidance Note on Indicators** which will provide additional information on the indicators and the methodology of reporting indicators.

As outlined in section 4.8 below, the Applicant must provide a clear explanation of how the proposed targets for 'outputs' and 'results' have been calculated including the unit of measurement. **The unit of measurement must be the same as that identified in the Operational Programme.**

Section 4.7 – Result Indicators¹⁴

4.7 - Results Indicators

Result Indicators			
Result Indicators	Malta	Gozo	Total
	PA4 - SO3 - SR7a - PV connected capacity		
PA4 - SO3 - PSR4c - Energy Efficiency: Reduction in Energy Intensity			

Figure 25: Contribution towards result indicators

¹⁴ A **Guidance Note on the Indicators for this Call** is uploaded with this call for project proposals.

Each indicator should be realistically quantified and allocated **both** against the areas where it will be targeted (i.e. Malta, Gozo, or both) and against the cumulative total year of completion of operation.

Section 4.8: Method of Quantification

4.8 - Method of Quantification

Please provide a description of the method of quantification used to reach the envisaged target under each selected indicator.

Each output and result indicator should be realistically quantified and allocated against the areas where it target (i.e Malta, Gozo or both). The Applicant must also provide a clear explanation on how the proposed output and result targets proposed have been calculation.

The Applicant is to also explain how the actions specified early under Section 4.4 , link to the indicator/s chosen and to clearly explain (provide baseline data, as applicable) the method of quantification.

Figure 26: Contribution of the indicators: method/s of quantification

Section 4.9: Method of Verification

4.9 - Method of Verification

Please provide a description of the method of verification that will be used to ensure the achievement of the selected indicator

The applicant is to explain the method of verification. Please also include whether this or similar data is already available (indicating whether it is available for free or at a cost including the amount). If data is unavailable, please indicate how the Applicant intends to generate the required data and how this will be financed.

Figure 27: Contribution of the indicators: method/s of verification

The correct and realistic achievement of the indicators is of utmost importance in view of the performance framework under OPI. If the project is approved, failure to deliver the agreed indicators could result in EU Funds being withdrawn and/or repaid by the Beneficiary.

Section 5: Project Details

Section 5.1: Technical Description of the Investment

Applicants are to address this first part of this section as outlined in **Figure 28** below.

5.1 - Technical Description of the Investment

Kindly provide the address where the proposed intervention will take place.

In this section the Applicant must specify the address and the main technical characteristics and elements of the investment.

The address provided is to be the full address of the site/s where the proposed interventions will take place. In case of multiple sites, multiple addresses will need to be reported in the space provided.

Describe the proposed infrastructure and the necessary works for which assistance is being proposed specifying its main characteristics and components.

Describe the type of structure to be constructed and specify the footprint the building will cover including the total floor area, energy efficient/renewable energy measures and any special provisions. If BoQs are available, they are to be provided under Section 16 and should ideally include a summary version of the BoQs and detailing main components. If Equipment is to be purchased (provide details of scope of equipment, including what the equipment will achieve; its durability/life span; its energy performance; annual maintenance/updating costs; as well as any costs required to train personnel in the use of the equipment).

In case of physical works, please upload site plans of area of intervention including technical designs, maps, diagrams and drawings under the Section "Checklist of Attachments".

Figure 28: Technical Description of the Investment

If any research and technical studies are available in relation to the project, the Applicant may include the relevant documentation under Section 16.

Section 5.1.1: Project Phases

Applicants are to address the first part of this section as outlined in **Figure 29** below.

5.1.1 Project Phases

Where the project is a phase of an overall project, provide a description of the proposed stages of implementation (explaining whether they are technically and financially independent and where possible, please upload a Gantt Chart under the Section "Checklist of Attachments").

In this section the Applicant is to provide a description of the proposed phases of implementation, explaining whether these phases are technically and financially independent, and where possible, provide a Gantt chart (to be attached under Section 16 of E-Application Form).

Figure 29: Project Phases

Section 5.2: Contribution to Gozo's socio-economic development

OPI 2014-2020 also aims at addressing the territorial challenges of Gozo, particularly its socio-economic specificities arising from the combined effects of its double insularity, its environmental fragility, its small population size as well as its inherent limited resources.

Therefore, Applicants should indicate whether the project is contributing to Gozo's socio-economic development. **Figure 30** elaborates on how the section is to be addressed if a project is directly contributing towards Gozo.

5.2 - Contribution to Gozo's socio-economic development

Will the project contribute to Gozo's socio-economic development?

Yes No

If **yes**, briefly explain how the project activities will contribute to Gozo's socio-economic development and what are the actions to be taken. This information must be supported by statistical data and research on Gozo and Malta.

If yes, the Applicant must explain how the Project Activities will contribute to Gozo's socio-economic development and which actions will be taken in this respect. This information must be supported by statistical data and research on Gozo and Malta.

This information should be consistent with the financial details of the project, provided under Section 6 (Financial Plan).

Figure 30: A project which is directly contributing towards Gozo's socio-economic development

Section 6: Financial Plan

Section 6.1: Financial Plan

The Applicant is being requested to include a comprehensive budget breakdown in Euro (€) in the attached excel sheet entitled **Annex 1 – Financial Table** as shown in **Figure 31** below. Applicant must compile both sheets.

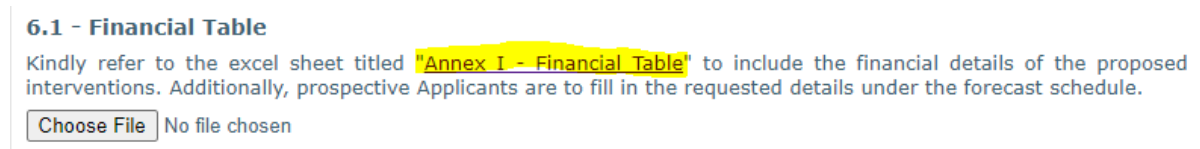


Figure 31 – Financial Table

The first sheet is in relation to the Financial Plan of the project as depicted in **Figure 32** below. To limit errors as much as possible, under Activity, the MA included a list of the eligible activities under ERDF. The Applicant should select the relevant Activity that will be implemented from the drop-down menu under the 'Activities' field. **Annex IV** of this document includes the list of eligible activities relevant under ERDF. If an eligible activity is not included in the pre-defined list the Applicant is to select and capture this under the activity "other". Once the activity has been identified, the Applicant is to describe the sub-activity/ies linked to that activity. For example, if the activity 'Supply of Equipment/Plant and machinery' is chosen, the Applicant may include the *purchase of laboratory equipment* or *purchase of IT equipment* as a related sub-activity.

Under column L entitled **Information on Calculations**, the Applicant is to include a description of the activity and sub-activity and the stipulate the applied methodology to quantify that particular activity/sub-activity. The Applicant is required to indicate **the type of procedure** that is intended to be adopted. Applicants are to ensure that procurement is in line with Public Procurement Regulations¹⁵ in order to be implemented.

Good governance in the execution of public procurement is critical to Structural Funds and Cohesion Fund implementation. It is vital that projects follow clear and open procedures in any procurement

¹⁵ **IMPORTANT:** The fragmentation of projects should be avoided at all times. If a number of projects, having the same objective are implemented by the same organisation, then, these should be grouped into one cohesive project proposal, even if the interventions will take place in different localities within the Maltese Islands. It is important that the project proposal is cohesive and not fragmented into distinctive and separate bits. The project should also have one project leader. In case of activities that involve infrastructural works, the Applicant must be the owner and/or hold legal title of the land/property/asset where the works are to be undertaken.

The **ineligible cost** indicated under this section needs to reflect any expenditure related to that sub-activity that will be incurred by the Applicant but that is not eligible for funding.

For each sub-activity, the Applicant should also specify, when applicable, the cost that will address Gozo.

Following the compilation of the Financial Plan, the Applicant is requested to include details on the work plan of the proposed investment. Details are to be inputted within Annex II entitled **Forecast Schedule** as shown in **Figure 33** below.

Annex II : Forecast Schedule

Activity*	Sub- Activity**	Type	2021				
			Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022
		Implementation					
		Contracted					
		Disbursed					
		Implementation					
		Contracted					
		Disbursed					
		Implementation					
		Contracted					
		Disbursed					
		Implementation					
		Contracted					
		Disbursed					
		Implementation					

Annex I - Financial Plan | **Annex II - Forecast Schedule** | + | <

Figure 33 – Forecast Schedule

Only the list of activities and sub-activities that the Applicant has listed under Section 6 are to be listed within this section. The Applicant is required to indicate the stage of each tender/call per quarter.

For each sub-activity, the Applicant should provide the following information:

1. Implementation schedule;
 2. Contracting schedule; and
 3. Disbursement Schedule.
- **Implementation Schedule:** when compiling this section, the Applicant should insert the 'acronym' of the relevant implementation stage using the following definitions:
 - **Design (D)** refers to the time frame required to finalise specifications of the tender documents prior to the launch of the Tender on the market; or timeframe required to finalise specifications of call for projects in case of schemes.
 - **Tender being vetted (V)** – in the case of Contracting Authorities whose tenders fall under the remit of the DoC and/or as applicable

- **Tender published (P)** refers to the time frame when the tender has been published,
- **Evaluation (E)** refers to the tender undergoing evaluation and award; up till contracting.
- **Implementation (I)** refers to the period following the contracting of tenders. **NOTE: Only when the Applicant is envisaging that the Implementation will start, it will be possible to insert the contracted and disbursement amount for that sub-activity. The Applicant is to consider the Implementation to be ongoing until the contract is fully disbursement.**
- **Closure (C)** refers to the period resulting in the conclusion of a contract.

Applicants are to ensure that the implementation schedule presented in the proposal is **as realistic** as possible (and any potential delays are factored in) since this schedule will be confirmed in the Grant Agreement issued by the MA, should the project be approved. This schedule is very important for the MA to monitor the overall commitment of funds under OP I. This table also indicates the end date of the project. **Any deviation at a later stage of the project lifetime (for whatever reason) may result in automatic de-commitment of funds for the project, and ultimately for Malta.**

When compiling this section, it is also strongly recommended to consult the Department of Contracts (or the Public Procurement Regulations) as well as other relevant Authorities such as the Planning Authority and ERA in order to compile a realistic implementation schedule.

- **Contracting** refers to the amount of funds (**in EURO**) for which the Beneficiary enters into an agreement with a third party to procure goods or services.
- **Disbursement** refers to payments to be processed through SFD (**in EURO**).

Section 6.2: Revenue Generation¹⁸

Only prospective Applicants proposing investments that **give rise to revenue generation** need to **update this question. For those projects which do not generate revenue, under Question 6.2.1 (Figure 34), the Applicant is to indicate N/A.**

This section is to be filled in line with the guidelines provided in Annex VI of this document about Revenue Generation and the calculation of the EU funding gap and EU Grant.

The Applicant is to address whether the project is expected to generate revenue and, if in the affirmative, is to tick the source of this revenue and to indicate the amount expected as outlined in the **Figure 35** below.

¹⁸ It is to be noted that this section is not applicable for projects proposing the installation of PV systems.

6.2 - Revenue generation (all figures must be quoted in EUR)

6.2.1 Financial Feasibility/ Cost- Benefit Analysis

The applicant is to indicate whether a feasibility study/ CBA is to be presented with the application. This condition applies to ALL projects falling within the thresholds as indicated in the detailed Guidance Notes issued with this call.

- Independent Financial Feasibility Study
- Independent Cost Benefit Analysis
- Not Applicable
- Other

If other please specify:

Please upload Financial Feasibility Study/ Cost Benefit Analysis under the Section " Checklist of Attachments".

Figure 34: Revenue Generation

The Applicant is then requested to calculate the EU grant as shown in the **Figure 35** below.

6.2 - Revenue generation (all figures must be quoted in EUR)
6.2.1 Financial Feasibility/ Cost- Benefit Analysis

The applicant is to indicate whether a feasibility study/ CBA is to be presented with the application. This condition applies to ALL projects falling within the thresholds as indicated in the detailed Guidance Notes issued with this call.

- Independent Financial Feasibility Study
- Independent Cost Benefit Analysis
- Not Applicable
- Other

If other please specify:

Please upload Financial Feasibility Study/ Cost Benefit Analysis under the Section " Checklist of Attachments".

6.2.2 Is the project expected to generate revenue?
 Yes No

If **yes**, please specify how the revenue will be generated:

- Charges to Users
- Entrance Fees
- Rent
- Feed in Tariff/ Cost Savings
- Other

If other please specify:

Revenue Generation

	Discounted values (€)	Undiscounted values (€)
Total investment cost	0.00	0.00
Total investment cost of which eligible cost (EC)	0.00	0.00
Discounted investment cost (DIC)	0.00	0.00
Discounted net revenue (DNR)	0.00	0.00

Determine the EU Grant in the box below (Please refer to the relevant section of the Guidance Notes).

Figure 35: Revenue Generation and Calculation of the EU Grant

As shown in **Figure 35**, in Section 6.2.2 the Applicant is to tick whether the project is expected to generate revenue and the source of revenue, as applicable. In the second part of this section, the

Applicant will need to insert the relevant figures for the calculation of the EU Grant and to explain how this has been calculated in the text box provided.

Section 6.3: Other Community Financing Sources

As captured in **Figure 36** below, in Section 6.3 the Applicant is requested to provide details as to whether an application, for part or all of the proposed project, has already been submitted for assistance under any other Community sources of funding including ERDF, ESF, Cohesion Fund, etc. If in the affirmative, the Applicant should provide all details relating to the financial instrument, the reference number, date of submission/approval, amounts requested for project, amounts granted, etc.

The Applicant is required to indicate whether the project proposal is complementary to any other project already financed or to be financed by the ERDF, ESF, Cohesion Fund, or other sources of Community finance. The Applicant should also indicate whether an application for a loan or equity support from the EIB/EIF or any other bank or financial institution for the proposed project has been made. If in the affirmative, the Applicant should provide all relevant details.

Please indicate if an application from other Community sources of funding has been made for earlier stages/phases of the proposed project (e.g. feasibility or preparatory phases). If in the affirmative, please provide all details concerning the financial instrument, the reference number, date of submission/approval, amounts requested for project, amounts granted, etc.

6.3 - Other Community financing sources

Has an application been made for assistance from any other community source (including ERDF, ESF, Cohesion Fund, TEN-T Budget, EAFRD, EFF, LIFE+ etc.) for this project, any part thereof or for any earlier phase of this project (including feasibility and preparatory phases)?

Yes No

If **yes**, please give details (financial instruments concerned, reference number/s, dates, amounts requested, amounts granted, etc.)

Is this project complementary to any project already financed or to be financed by the ERDF, ESF, Cohesion Fund, TEN-T Budget, other sources of Community finance?

Yes No

If **yes** please give details (provide precise details, reference number/s, dates, amounts requested, amounts granted, etc.)

Has an application been made for loan or equity support from EIB/ EIF or any other banks or financial institutions for this project ?

Yes No

If **yes** please give details (financial instruments concerned, reference number/s, dates, amounts requested, amounts granted, etc.)

Figure 36: Other Community financing sources

Section 6.4: Private Investment

In this section (refer to **Figure 37** below) the Applicant is requested to indicate whether this project will induce private investment and, if in the affirmative, details are to be provided which are to include the approach undertaken in attracting private investment and how this is being incorporated within the project.

6.4 - Private Investment

Will the project attract private investment?

Yes No

If **yes** please specify:

Figure 37: Private Investment

Section 7: Permits and other assessments

Section 7.1: Planning Permits

In this section the Applicant should indicate whether any component of the project requires a planning permit.

It is **strongly recommended that the Applicant discusses with the relevant Authority (Planning Authority) any obligations that will ultimately impact implementation.**

7.1 - Planning Permits

Do any of the activities or purchases envisaged within the project require a planning permit?

Yes No

If yes, please specify below:

If yes, the Applicant is to specify the planning permit required for the activities and/or purchases envisaged.

It is always strongly advised that the Applicant consults with the relevant Authority whether a planning permit is required.

If yes, was any contact made with the relevant Authority?

Yes No

If yes, what was the outcome of discussions with the relevant Authority? Please also indicate reference to any official correspondence with the Planning Authority, including permit numbers and the PA tracking number.

The Applicant is also requested to specify whether the relevant Authority has been contacted, the project discussed with this Authority, and the outcome of the discussion. The Applicant should also indicate whether expenditure for such items is foreseen and if yes, whether the necessary approvals have been obtained from the Planning Authority. The Applicant should attach any official correspondence with the Planning Authority under Section 16 - Checklist of Attachments.

If you have answered no to both questions, please indicate how the applicant reached its conclusion that no components of the project require relevant Authority approval.

When an Applicant indicates that no official correspondence exists between the Applicant organization and the Planning Authority, a description of how this conclusion has been reached is to be captured in the last data field captured in this section.

Figure 38: Planning Permits

The Planning Authority contact details are:

Planning Authority

St Francis Ravelin, Floriana FRN 1230

Tel : 2290 0000

When an Applicant indicates that no official correspondence exists between the Applicant organization and the Planning Authority, a description of how this conclusion has been reached is to be captured in the last data field shown in the section.

Section 7.2: Environmental Permits

7.2 - Environmental Permits

In the box below, please indicate the environmental permit required for the construction of the infrastructure/investment, if any.

It is always strongly advised that the Applicant consults with the relevant Authority whether a planning permit is required. The Applicant should bear in mind that the procurement of certain equipment (e.g. equipment using certain chemicals) may require an environmental permit. The Applicant should attach any official correspondence with the Planning Authority under Section 16- Checklist of Attachments.

In the box below, please indicate the environmental operational permit of the infrastructure/investment, if any.

The Applicant should bear in mind that the procurement of certain equipment (e.g. equipment using certain chemicals) may require an environmental permit. The Applicant should attach any official correspondence with the Planning Authority under Section 16- Checklist of Attachments.]

Figure 39: Environment Permits

In this section the Applicant should indicate whether any component of the project requires an environmental permit.

When filling in this section, the Applicant should bear in mind that the procurement of certain equipment (e.g. equipment using certain chemicals) may require an environmental permit. Infrastructural development may also require such permits. Some projects may also require an Environmental Impact Assessment. In this regard, **it is strongly recommended that the Applicant discusses with the relevant Authority (ERA) any obligations that will ultimately impact implementation.**

The Environment and Resources Authority's contact details are:

**Hexagon House,
Spencer Hill,
Marsa, MRS 1441**

Figure 40 captures the details to be addressed under sections, 7.3, 7.4, 7.5 and 7.6. In these sub-sections the Applicant is to provide details as to whether the project falls within the scope of the **Strategic Environment Assessment Directive** (Directive 2001/42/EC), the **EIA Directive** (85/337/EEC) as well as whether the project is likely to have an impact on a **Natura 2000** site.

7.3 - Application of the Strategic Environment Assessment Directive 2001/42/EC (SEA-Directive)

Does the project result from a plan or programme falling with the scope of the SEA Directive?

- Yes
- No/ Screening still ongoing

If yes, kindly explain how the project fits within the scope of the SEA Directive.

If no/screening is still ongoing, please provide a copy of the official correspondence with SEA Focal Point under the Section "Checklist of Attachments".

7.4 - Application of Council Directive 85/337/EEC on Environmental Impact Assessment (EIA)

Does the project or parts thereof require an EIA?

- Yes
- No/ Screening still ongoing

If yes, please provide details of current status (ToRs published, public consultation, etc.) and expected date for conclusion of the EIA process.

If no/screening still ongoing, please provide a copy of the official correspondence with the relevant Authority under the Section "Checklist of Attachments".

7.5 - Assessment of effects on NATURA 2000 sites

Is the project likely to have a significant effect on sites included or intended to be included in the NATURA 2000 network?

- Yes
- No/ Screening still ongoing

If yes, please provide details in the box below.

If no/screening is still ongoing, please provide a copy of the official correspondence with the relevant Authority under the Section "Checklist of Attachments".

7.6 - Other Environmental Assessment

Does the projects or parts thereof require other environmental assessments as may be relevant/required under national legislation, as well as other specialised assessments pursuant to thematic EU Directives?

- Yes
- No/ Screening still ongoing

If yes, please provide details below.

Figure 40: EIA, SEA-Directive, NATURA 2000 and other environmental assessments

Section 8: National Priorities (Ex-ante Conditionality)

Section 8.1: National Priorities

Structural funds co-finance projects of national interest. In the first section (Figure 41), the Applicant must identify how the Project is addressing national priorities for Malta & Gozo in the specific area of investment. National priorities are anchored in **Government Strategic Documents** (e.g. pre-budgets; budgets), in **official documents/reports** (e.g. Country Specific Recommendations) and **Sectoral Strategies** (e.g. National Reform Programme¹⁹).

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

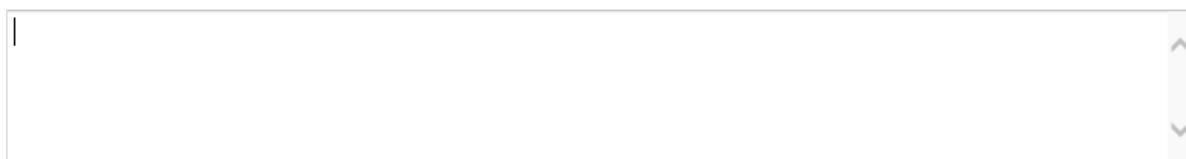


Figure 41: National Priorities

When addressing this section Applications are to refer to **Government Strategic Documents** (e.g. pre-budgets; budgets) and other **Official documents/reports** (e.g. Country Specific Recommendations) and/or **Sectoral Strategies** (e.g. National Reform Programme). After providing this background, the Applicant is to identify the justification for such a project, i.e. identify the missing 'gaps' (as reported in Section 4 – Development Needs) and how the project will be contributing towards the measures/actions listed in these documents. The Applicant is to conclude this section by explaining the objective of the project and how this will address the missing 'gaps' within a national context.

Section 8.2: Thematic ex-ante conditionalities

In the first part, (**Figure 42 below**) the Applicant is to specify whether the fulfilment of the strategy/policy is an **ex-ante conditionality** as per Section 9 of Operational Programme I. If an ex-ante conditionality is applicable, then the Applicant is to address the second part of this section as explained in **Figure 42** below.

¹⁹ Applicants can also make reference to the previous NRP document (NRP 2005 – 2008 and NRP 2008 – 2010) for those areas that have not been included in the NRP 2013 and/or subsequent updates.

8.2 - Thematic Ex-Ante Conditionalities

8.2.1 Please specify whether the fulfilment of the strategy/ policy is an ex-ante conditionality as per Section 9 of the Operational Programme.

Yes No

8.2.2 Please identify which policy/ strategy the project is addressing : (In your reply please include the title, year and detailed reference

When ex-ante conditionalities are ticked as applicable in section 8.2.1, the Applicant is to indicate whether the relevant policy/strategy, as per section 9 of the OPI, is in place and how the project will be contributing towards it.

The Applicant should include references to the full text of relevant documents (e.g. strategies, legal acts) including references to relevant sections, articles or paragraphs where the project is mentioned. The project proposal must identify the name of the strategy, the year of publication as well as, the relative extract of the strategy that relates to the project being proposed. When referring to a document, it is important that the Applicant provides direct citation (title, year, chapter and page numbers). The Applicant should also indicate the web address for the document being quoted.

Figure 42: Thematic Ex-ante conditionalities

In the last part, the Applicant should describe how the project's action plan and deadlines are in line with the commitment at national level. The policy/strategy's milestones are to be identified in chronological order and the Applicant is to clearly indicate at which stage the project is expected to be implemented.

Section 8.3: General ex-ante conditionalities

The Applicant is to specify whether the fulfilment of the strategy/policy is an **ex-ante conditionality** as per Section 9 of Operational Programme I.

8.3 - General Ex-Ante Conditionalities

Please specify how the project is contributing to the fulfilment of the strategy/ policies related to the general ex-ante conditionality as per section 9 of the Operational Programme.

In this section the Applicant is to indicate how the general ex-ante conditionality/ies is/are to apply within the framework of the proposed project.

Figure 43: General ex-ante Conditionalities

Section 8.4: Added value

8.4 - Added Value

In the box below explain the EU Added Value of this project in light of Union laws and policies (in your reply please include the references as applicable).

In this section, the Applicant should indicate the importance of the grant for the undertaking of the project; why the project cannot be undertaken with the Applicant's own resources; and why the ERDF should co-finance the proposed project.

Applicants are required to explain the impact of such an investment to justify the EU contribution through ERDF funds.

Please provide justification for the Value for Money for this project (comparing cost and benefits).

In this section the Applicant is to justify the 'value for money' by comparing the benefits achieved through the project and the cost of the project. |

Figure 44: Added Value

In this section the Applicant should also try to identify the principal elements of the Community added value and should also address the following questions:

- a) How will the project produce direct economic benefits for the European Union in support of greater cohesion and convergence of Malta in the internal market? (Creation/safeguarding of jobs; improved environmental performance; accessibility gains; enterprise support and business start-ups; higher education levels/new skills development; research and information capabilities).
- b) How will the intervention be made visible to the Maltese citizens thus promoting greater support for European integration?
- c) How will the project contribute to better governance? (Strategic planning, concentration, additionality, partnership, effectiveness of public administrations, multi-annual programming, simulation of development projects and exchange of information and experience).

Furthermore, the Applicant should explain in his justifications, if the project will fund more activities, better provision or earlier provision through the use of EU funding.

Section 9: General Equality, Equal Opportunities and Non-discrimination (including accessibility)

It is highly recommended that Applicants contact the National Commission for the Promotion of Equality (NCPE) and the **Commission for the Rights of Persons with Disability (CRPD)** for advice when addressing Section 9.1 on Legal obligations and on how best to integrate these horizontal priorities in projects²⁰. The contact details for these entities are:

National Commission for the Promotion of Equality (NCPE)

Gattard House
National Road
Blata I-Bajda HMR 9010
MALTA
Tel. no.: 2590 3850
Email: equality@gov.mt

Commission for the Rights of Persons with Disability (CRPD)

G5 Offices,
Triq Salvu Psaila,
Birkirkara
Tel. no.: 2226 7600
Fax: 2278 8490
Email: helpdesk@knpd.org

Section 9.1.1: Legal Obligations

In this section, Applicants are required to commit to ensure that the proposed investments will be in adherence to applicable legislation in relation to gender equality, equal opportunities and non-discrimination (including accessibility).

9.1 - Gender Equality, Equal Opportunities and Non-discrimination (including accessibility)

9.1.1 Legal Obligations

Please confirm commitment to ensure adherence to applicable legislation in relation to gender equality, equal opportunities, and non-discrimination (including accessibility)

Figure 45: Legal Obligations

Applicants are recommended to refer to the relevant documents, *inter alia*:

²⁰ Further information on equal opportunities can also be obtained from the website of the Kummissjoni Nazzjonali Persuni b'Dizabilita' - <http://www.knpd.org/>

- Equal Opportunities (Persons with Disabilities) Act of 2000
- Rights, not Charity Manual (KNPD:2007) available in Maltese, English and in easy-to-read format (Maltese), which can be accessed through:

<http://crpd.org.mt/wp-content/uploads/2016/07/Dritijiet-mhux-karita-MT.pdf>

<http://crpd.org.mt/wp-content/uploads/2016/07/Dritijiet-mhux-karita-EN.pdf>

<http://crpd.org.mt/wp-content/uploads/2016/07/Dritijiet-mhux-karita-ER.pdf>

- Access for ALL Design Standards (KNPD:2011) can be accessed through:

<http://crpd.org.mt/wp-content/uploads/2016/04/Access-for-all-2011.pdf>

Section 9.1.2: Equal Opportunities

Equal Opportunities		
	Actions/Measures adopted at design stage to promote and ensure:	Actions/Measures to adopt at implementation stage vis-à-vis target groups to promote and ensure:
Equality between men and women		
Equal opportunities		
Non-discrimination including accessibility for persons with disabilities		

Figure 46: Equal Opportunities

In this section applicants are required to demonstrate that they have considered equal opportunities in its broadest sense at all stages of the design of the project as expected to be described in the column **'Measures adopted at design stage'**. Steps should be taken to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during project implementation. In particular, accessibility to ERDF projects for disabled persons should be ensured.

In this regard, as shown in **Figure 46**, applicants must describe how the project will contribute to the promotion of equal opportunities in terms of: equality between men and women, non-discrimination and accessibility. As shown in the figure above Applicants have to provide a description of the measures **adopted at design stage** in order to demonstrate how the project has been structured to ensure equal opportunities at all stages and how these will be mainstreamed throughout the project's aims and

operation is to be provided. The Applicant is to also identify and provide a description of the measures that will be adopted at **implementation stage in terms of ALL the target groups previously identified in Section 4.5.**

The measures proposed should go further than just a statement of intent by the Applicant Organisation and be backed by an implementation plan and a system in place to monitor the results. The Applicants are strongly advised to ensure that proposed actions are in line Strategies set by Competent Bodies in the area concerned. Some questions that can be asked include:

1. How will the Applicant ensure that the target group/groups have equal access to the project and equal opportunity to benefit from the project?
2. What will the project do to promote equal opportunities and social inclusion?
3. What actions have been taken to remove barriers to participation in the project by under-represented or socially excluded groups?
4. Does the project ensure that there are no physical constraints preventing individuals accessing opportunities and that any buildings involved meet planning provisions relating to disabled access in the design of buildings?
5. Will equal opportunities be considered in the procedures (e.g. tendering) used throughout the implementation of the project? How?

Section 9.2: Sustainable Development

Applicants are required to demonstrate that they have considered sustainable development issues at all stages of the design of the project. Sustainable development covers economic growth, social cohesion and the protection of the environment, which will be taken into account throughout the life of the supported activity. The Applicants must demonstrate how the project has been structured to ensure that sustainable development issues will be mainstreamed throughout the project's aims and operation.

9.2 - Sustainable Development

Sustainable Development	
Areas of sustainable development	Reference to the Strategies
Contribution towards economic growth	
Contribution towards social cohesion	
Contribution towards the protection of the environment (including disaster resilience and risk prevention)	
Project impact on carbon neutrality	

Figure 47: Sustainable Development

In this regard, in section 9.2 (**Figure 47** above) the Applicant has to select the **area/s of sustainable development** the project will contribute to.

Once the area/s of sustainable development have been selected, the Applicant is to justify the contribution under **Reference to the Strategies**. This justification is to be presented within the parameters of three Strategic Documents within the area of Sustainable Development, i.e. ***Sustainable Development Strategy for the Maltese Islands 2007-2016, Malta's Sustainable Development Vision for 2050***, and the ***Sustainable Development Act***. The Applicant is to explain whether the project is **'directly'** contributing to the mentioned strategy or **'indirectly'** contributing to it by explaining how the project fits into these strategies.

The second part of this section (**Figure 48** below) captures the positive contribution made towards the environment by specific actions under ERDF/CF projects. The Applicant is to select the **Environment Protection actions** from the list provided and to provide a **description** of these actions including the **budget** allocated with this action as applicable. In principle, the list of actions provided reflects the areas of assessment at project select.

A blank entry will be assumed to signify that no environment actions will be addressed through the project.

Contribution to the environment		
Environment's protection actions	Description	Amount allocated (€)
Reduce GHG emissions		0.00
Renewable Energy Sources		0.00
Energy Efficiency		0.00
Water reuse / treatment		0.00
Any other climate change mitigation and adaptation measure		0.00

Figure 48: Contribution to the Environment

In order to address this section and the following one the Applicant may wish to contact MECP.

Ministry for the Environment, Climate Change and Planning (MECP)

Casa Leoni, 476 St Joseph High Road, Santa Venera

Further to the explanation given in the previous section, the Applicant is to also focus on how the project will address carbon neutrality. This is a very important element for projects funded from the ERDF.

Project Impact on Carbon Neutrality
Describe how the project will support the shift towards a low carbon efficient economy and to reduce the Islands' dependency on fossil fuels.
<input style="width: 100%; height: 40px;" type="text"/>

Figure 49: Carbon Neutrality

Being carbon neutral involves taking into consideration the total climate-damaging carbon emissions that will be created by the project, reducing them where possible, and then balancing the remaining emission through energy efficient measures. The aim is to promote energy that minimises the release of CO2 equivalent gases.

Section 10: Publicity

In order to meet the requirements set out in the Commission Regulation (EU) No 1303/2013 and the Implementation Regulation (EU) 821/2014, Beneficiaries of ERDF grants must ensure that adequate publicity is given to the project with a view to:

- a. make potential participants aware of the opportunities offered/created;
- b. make the general public aware of the role of the European Union and European funding;
- c. ensure transparency of the assistance concerned; and
- d. increase visibility and awareness.

In line with Article 2.2 of Annex XII of the Commission Regulation (EU) No 1303/2013, all information and communication measures provided by the Beneficiary shall acknowledge support from the fund by displaying:

- a. the Union emblem in accordance with the technical characteristics laid down in the implementing act adopted by the Commission under Article 115(4), together with a reference to the Union;
- b. placing, for operations not exceeding €500,000, at least one poster with information about the project (minimum size A3), including the financial support from the Union, at a location readily visible to the public.

During implementation of an ERDF or Cohesion Fund operation exceeding €500,000, the beneficiary shall put up, at a location readily visible to the public, a temporary billboard. Furthermore, no later than three months after completion of the operation, the beneficiary shall put up a permanent plaque or billboard of significant size at a location readily visible to the public for each operation that fulfils the following criteria:

- a. the total public support to the operation exceeds €500,000;
- b. the operation consists of the purchase of a physical object or of the financing of infrastructure or of construction operations.

Moreover, for operations supported by the ESF, and in appropriate cases for operations supported by the ERDF or Cohesion Fund, the beneficiary shall ensure that those taking part in an operation have been informed of this funding.

Thus, materials and any publicity materials used by the Beneficiary and major correspondence, including contracts signed with third parties, certificates, attendance sheets, etc. must include an acknowledgement of EU funding. When implementing these communication tools, it is important that note is taken to Articles 3, 4 and 5 of the Implementation Regulation (EU) 821/2014 which specify the technical characteristics of information and communication measures for operations and Annex II of the

same Regulation which outlines the graphic standards for creating the Union emblem and the definition of standard colours.

Nonetheless, Applicants are to be cautious when determining publicity actions for the project. Applicants should also ensure that the project benefits from any free publicity (e.g. by placing adverts on the Ministry's / Entity's website and any social media tools) and that anything that will be proposed to be funded under the project is either obligatory or adds value to the results of the project, taking into account the value for money principle. In this regard publicity measures of individual projects should take into account the nature of the project and must be relative to the size and objectives of the project.

The Beneficiary should note that publicity may only be used to increase awareness of what EU funds are used for and to disseminate results. Publicity and information measures must not be used as a marketing tool to promote an organisation, its products, services or infrastructure. Publicity measures undertaken must be project specific and must be in line with Annex XII of the Commission Regulation (EC) No 1303/2013.

Section 10.1: Obligatory Publicity measures as per Regulation²¹

In this section the Applicant is to describe the **obligatory publicity** measures that will be carried out which have been briefly explained in the section above. Please refer to (EU) Regulation 1303/2013 and the Implementation Regulation (EU) 821/2014 for further detail.

The figures below show the forms of publicity identified in this section. Please note that these are indicative and may not be appropriate to all types of projects. Applicants are to indicate the **tools/measures** that will be used for this project including the target **audience** (e.g. general public, service users, beneficiary) and the budget allocated. Applicants must always be guided by the principle of proportionality when completing this section.

²¹ It is a condition of the grant that the ERDF/CF contribution is publicised in accordance with EC Regulation 1303/2013. The forms of publicity identified in this section are indicative and may not be appropriate to all types of projects. Please indicate those that will be used for this project.

10.1 - Obligatory Publicity measures as per Regulation (EU) 1303/2013

Describe how the applicant will inform the general public and also the specific target groups to whom the intervention is being addressed to (e.g. students, SME's, disadvantaged groups, etc.) on the EU-funded intervention.

Obligatory Publicity			
Tool/Action	Access Points	Audience	Budget in €
Print Media	Newspapers		0.00
Print Media	Stickers		0.00
Signage	Billboards		0.00
Signage	Plaques		0.00

Figure 50: Obligatory Publicity measure

Section 10.2: Other Publicity measures

Figure 51 below shows the table provided under Section 10.2. In this section the Applicant is to report the **other publicity measure/s** that will be carried out. **Audience** refers to the target audience to whom the publicity is targeted (e.g. general public, constituted bodies etc). **Budget allocations** refer to the allocated budget necessary for this item.

Tool/Action	Access Points	Audience	Budget in €
Print Media	Newspapers		0.00
Print Media	Industry/ Business/ Organisation Journals and Magazines		0.00
Print Media	International Publications		0.00
Broadcast Media	TV		0.00
Broadcast Media	Radio		0.00
Events	Domestic Events		0.00
Events	Conferences		0.00
Events	Exhibitions		0.00
Internet and Websites	Local Websites		0.00
Internet and Websites	Mailshots/Online newspapers		0.00
Seminars, Conferences or Workshops	Sectoral business groups		0.00
Seminars, Conferences or Workshops	Press release – Launch Event		0.00
Seminars, Conferences or Workshops	Participation during trade exhibitions, fairs, national events, etc		0.00
Promotional Material	Supplied during national events or events focused at different target groups (ex: pens, note pads, etc)		0.00
Direct Mail Actions	Distribution to households on a national or regional basis		0.00
Posters	Sectoral, business groups or interests		0.00
Posters	On site		0.00

Figure 51: Other Publicity Measures

The project is to also be strongly complimented by the use of free publicity. Applicants should maximise the publicity of a project by making use of standard publicity campaigns/practices or market measures already adopted by the Applicant Organisation.

Section 10.3: Justification

10.3 - Justification

Please provide justification for the publicity measures proposed in Section 10.2. Indicate how the publicity measures chosen are needed for the effective implementation of the project and are also proportionate to the operation (project). The Applicant should also indicate who will bear the cost of the different publicity actions identified.



Figure 52: Justification for publicity measures

Proposed Measures (and budget) should be proportionate to the operation. In Section 10.3 (**Figure 52**), a substantial **justification** for the publicity measure proposed under Section 10.2 is to be provided. In this section the Applicant is also required to identify the body that will be incurring the cost of the different publicity actions.

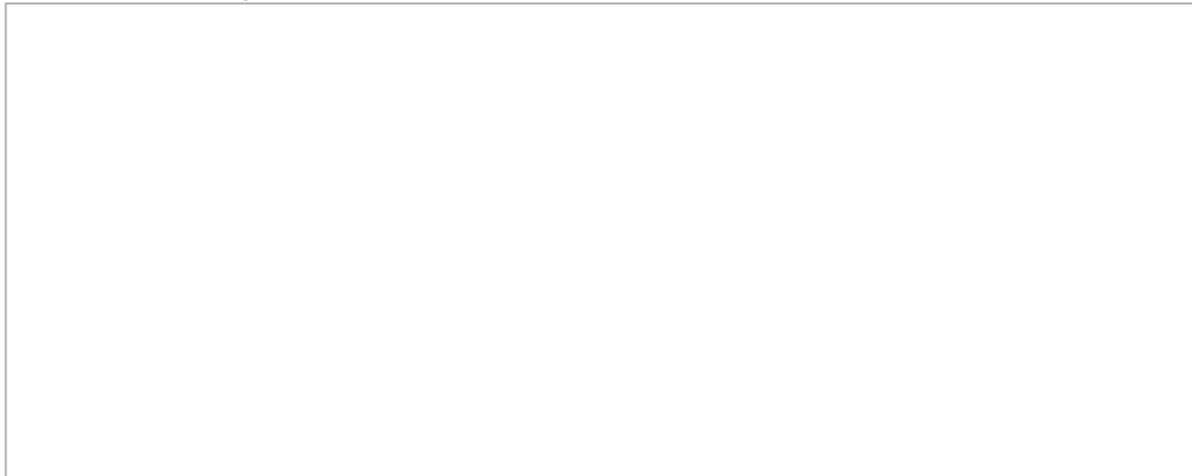
Section 11: Sustainability of the Project

The project must be sustainable in the long-term beyond the period of the OP. Projects need to demonstrate their sustainability after completion. The Applicant should ensure that the longer-term economic sustainability of the project is taken into account and appropriate measures are put in place. The Application may also take into account changes in the operational requirements of the infrastructure.

Under this section, the expected lifetime of the project should be included as well as a calculation of the annual operational costs for the expected lifetime of the project (uploaded under Section 16: Checklist of Attachments). In cases where the Government is not financing the project, Applicants are expected to provide proof and guarantees as to how the project will be sustained as shown in **Figure 53** below.

11.1 - Sustainability of the Project

Describe how the benefits of the project will continue to be delivered after grant support comes to an end. In this regard the applicant should indicate the life-time of the project and submit an indication of the annual operational costs required for this reference period. In cases where Government is not financing the project, applicants are required to provide proof and guarantees as to how the project will be sustained, particularly if no revenue is generated from the project and if the accounts of the organisation do not support declarations made by the Applicant in terms of sustainability.



Please upload calculations of the annual (operational) costs involved in sustaining the project under the Section "Checklist of Attachments".

Figure 53: Sustainability of the Project

Important: In the case of projects that have a Financial Assessment or Cost – Benefit Analysis with the application, details on project sustainability should be taken from such a study.

Section 12: Conditionality and Risks

Any conditionality and risk that may impinge on the smooth and efficient implementation of the project must be identified at this stage. These include issues related to permits, tendering, devolution of

property, land expropriation, etc. The Applicant should also indicate if any action is being undertaken (what should be/is being done, by when and by whom) to mitigate against the risks and address the conditionality. Conditionality/risks not within the control of the Applicant should also be included.

Type	<input type="text" value="Select an Option"/>
Description	<input type="text"/>
Consequence	<input type="text"/>
Probability	<input type="text" value="Select an Option"/>
Impact	<input type="text" value="Select an Option"/>
Response Strategy	<input type="text"/>

Figure 54: Conditionalities and Risks (lower part of section)

This section is divided into two parts as shown in **Figure 54 and Figure 55**. The Applicant is to fill in the second part first (**Figure 54**).

As previously explained risks can be related to different aspects related to project's implementation and these are listed in the drop-down menu under the field '**Type**.' E.g. risks related to the technical, legal, financial, capacity, public procurement and implementation aspect. If the nature of the risk is different from those listed, the Applicant should select **other risks** and provide a description there under.

Any conditionality must be specific and achievable, indicating clearly what should be done, by when and by whom. Conditionalities not within the control of the project are deemed to be a risk and should also be included. By assessing risk, one is not looking to avoid it, but rather, to understand the nature of that risk, be reassured that the Applicant takes steps to minimise the risk and has options to deliver at least part of the project, should something happen to affect the project.

For each risk the project should indicate the level of '**probability**' that the risk will occur and what is the level of the '**impact**' on the project's implementation choosing from the drop down menu (**i.e. high, medium or low**).

Certain projects classify as "high level risk" projects due to their individual nature e.g. innovative projects. Such projects can yield excellent outputs and positive impacts. It is important for Applicants to demonstrate that such projects can be delivered. In such instances, Applicants should provide proof of solid track record on other projects successfully completed including mitigation measures and contingency plans to compensate for adverse effects in terms of timing, expenditure and outputs.

The **'response strategy'** should be adequate to the envisaged risk.

Once the option **'Add risk'** is selected, the information on that risk will be saved and it will appear on the screen above. At this point, information on another risk can be added.

The screenshot displays a web interface for managing risks. At the top, a light blue notification bar states "Record inserted." with a close button. Below this is a table with three columns: "Risk Types", "Probability (High, Medium, Low)", and "Impact (High, Medium, Low)". The table contains two rows of data: "Not Applicable" with "Medium" probability and "Low" impact, and "Legal Risks" with "Medium" probability and "Low" impact. Below the table is a form for adding a new risk. The form includes a "Type" dropdown menu (currently showing "Select an Option"), a "Description" text area, a "Consequence" text area, a "Probability" dropdown menu (currently showing "Select an Option"), an "Impact" dropdown menu (currently showing "Select an Option"), and a "Response Strategy" text area. At the bottom of the form are three buttons: "Add Risk", "Remove Risk", and "Clear".

Risk Types	Probability (High, Medium, Low)	Impact (High, Medium, Low)
Not Applicable	Medium	Low
Legal Risks	Medium	Low

Type: Select an Option
Description:
Consequence:
Probability: Select an Option
Impact: Select an Option
Response Strategy:

Add Risk Remove Risk Clear

Figure 55: Conditionalities and Risks (Upper Part following insertion of data)

The function button **"Remove Risk"** will allow the Applicant to delete any risks previously captured whereas the function button **"Clear"** will allow the Applicant to remove entry of data for a Risk not yet added.

Section 13: Data Protection

This section concerns the duty of the PPCD to protect data provided in the Application Form.

Any queries regarding Data Protection matters should be brought to the attention of the Data Controller within PPCD. The officer in charge, can be contacted by email on: datapro-ppcd.opm@gov.mt

13.1 - Data Protection

Personal data transmitted to PPCD within the scope of implementation of projects being co-financed by Cohesion Policy funds is processed, in accordance with the Data Protection Act (2001) and any subsequent amendments, by PPCD and by other stakeholders and competent authorities mandated to implement, monitor, execute payments, control and audit the project/contract. For any data protection queries email: datapro-ppcd.meaim@gov.mt

I agree with the above

<mailto:>

Figure 56: Data Protection

Failure to provide the requested consent, as captured in Figure 56 above, will result in an incomplete application form and the Applicant will not be allowed to submit the application form.

Section 14: Additional Information

In this section the Applicant may add information relating to all sections in the application form which he/she feels might be relevant.

Section 15: Declaration

The declaration form is to also be signed, stamped and dated by the Project Leader and endorsed by the CEO/Head of the Organisation. In the case of Public Sector Organisations, all projects must be **endorsed by the Permanent Secretary.**

A soft copy of this declaration form is to be uploaded under Section 16.

If the information given in the application is found to be false or deliberately misleading, any EU Funds awarded may be withdrawn and any funds paid may be recovered from the Applicant organisation completing this certificate.

Under this section Applicants may also save a copy of the Application Form in .pdf version. Refer to Annex VIII for further details on how to generate this .pdf version.

Section 16: Checklist of Attachments

It is the responsibility of the Applicant to ensure that **all** the necessary documents mentioned throughout the Application Form/Guidance Notes are included under this Section. For ease of reference, a checklist has been provided in the e-Application Form.

Refer to Annex VII for further details on how to upload documents.

Chapter 3: Submitting the e-Application Form

Chapter 3.1: Validations in the Application

Prior to the submission of an application the Applicant is to validate the application. The validation checks include, but are not limited to:

- ensuring that budget figures within the different sections have been validated;
- ensuring that documents have been uploaded under Section 16 including the **Declaration Form** (signed, dated and endorsed);
- ensuring that all mandatory fields have been filled in.

Empty fields will be assumed to mean that they are not applicable to the project.

The user is prompted with error messages when the validation is not successful. Failure to fulfil all validations will not allow the submission of the application.

Chapter 3.2: Submitting the Application

Once all the details in the application have been inserted and all the relevant documents have been uploaded (including the endorsed Declaration Form), the User can proceed to submit the Application. This can be done by clicking on the '**Submit**' button on the right-hand side of the screen.

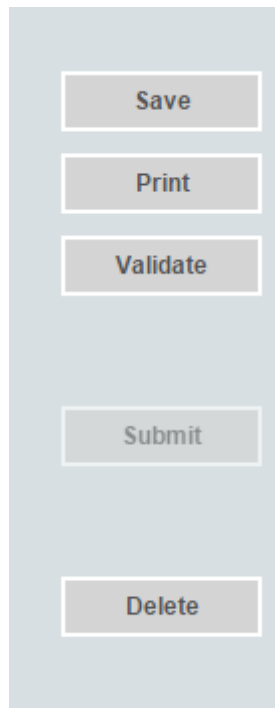


Figure 57: Confirmation prompt

The 'Submit' button will only be activated once all the validation checks have been carried out successfully. When the 'Submit' button is clicked, the system prompts the user to confirm. Pressing the

'Cancel' button will return the User to the application screen. On the other hand, if the 'OK' button is clicked, the system will check the contents of the Application and will inform the User if any of the mandatory fields would still need to be filled. Until this is done the User will not be allowed to submit the Application.

To note that once the application is submitted it will not be possible to effect any further changes.

Following the successful submission of an application the User shall automatically and immediately receive an electronic acknowledgement. The communication shall include basic details (Call and Project Title), an automatically generated application reference number and the date when the application has been submitted as shown below.

Dear Sir/Madam,

This is to acknowledge receipt of your application, as per following details:

Call	CALL 1
Project Title	OP 1 - Priority Axis 11 (First Application)
Application Reference Number	CF.01.007
Date	15/05/2015 14:53:02

Please quote the above-mentioned application reference number should you need to contact this Office about such Project.

Figure 58: Electronic Acknowledgement

Chapter 4: Basic Terms and Conditions

- If a project application is successful, EU Funds will be offered on rigorous terms and conditions which will be stipulated in the **Grant Agreement**. In accepting the offer of EU Funds, the Applicant will take on responsibility for compliance with these terms and conditions. These include requirements to demonstrate satisfactory progress in delivering what the project has set out to achieve and adherence to an agreed pattern and time schedule of spending. Failure to meet these conditions and any false information given in the application may lead to the EU Funds being withdrawn and any EU Funds paid being recovered from the Applicant.
- All projects are subject to **audits and evaluations** by both local and EC auditors and programme evaluators. Officials from the MA and other horizontal stakeholders will also have rights of access to the project, all relevant documentation and the organisation implementing the project (known as the Beneficiary) and will carry out “Checks” (administrative, physical and documentary) as enshrined in Article 125(4) of Regulation (EU) 1303/2013 to establish that sufficient progress is being made in line with the EU Funds grant and that the Beneficiary has put in place systems of management and control that ensure the efficient implementation of the project in line with the relevant Rules and Regulations.
- Structural Funds and Cohesion Fund are public funds. If the project is selected for funding, the Applicant will be bound by the principles of **good governance, sound financial management and the relevant national regulations** pertaining to public funds. The Applicant will also ensure transparency and follow the principles of open competition while following the Public Contracts Regulations. The same principles apply for all types of contracts (be it works; services; employment etc.) The Manual of Procedures establishes guidelines that are to be followed by all successful Applicants.
- By submitting the Application, the Organisation is giving its automatic **consent to publishing** (including on the internet) the details of the Organisation and the project (including budget and progress) in line with the obligations in the relevant Council and Commission Regulations and also in the Manual of Procedures.
- The applicant organization should also be aware of the **durability clause** enshrined in Article 71 Regulation (EU) 1303/2013. In this regard, Applicants are requested to confirm the adherence to this clause by signing the declaration in Section 15 of the application form.
- The applicant organisation should note that if the project is accepted, the Applicant will be automatically giving his/her consent to have all the documents and data related to the project, (including invoices, receipts and documents related to contracts, etc.) made available to all the relevant stakeholders including third party evaluators and auditors involved in the structural fund system (in line with the functions and responsibilities outlined in the Manual of Procedures for Structural Funds). The Managing Authority reminds the Applicant that it is the responsibility of the

Applicant to inform any third parties that all data and information relating to the project will be shared with other stakeholders as per Section 13 of the Application Form.

The Applicant is to login to the web-based version of the SFD14-20 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, as can be seen in the figure below. All data fields requested in the User Profile are **mandatory** and will be captured in the e-application Form submitted.

The image shows a web form titled "Register User Profile". It contains the following fields from top to bottom: Organisation Name, Email Address, First Name, Last Name, Address, Post Code, Telephone Number, Mobile Number, Fax Number, ID Number, VAT Number, CORP Account (if any) *, Password, and Confirm Password. Each field is represented by a text input box.

Figure 58: Register User Profile

Step-by-step guidelines to filling in the user profile window:

Organisation Name: This section should show the full name of the lead Organisation which intends to submit the project. A project must have only **ONE** organisation leading the project. Once the project is selected, this organisation will be known as the **Beneficiary**²².

Email Address: This section should show the Applicant’s (the official appointed by the organisation to submit the proposal on its behalf) contact email address. The registration process will require the

²² In instances when the submission of the Application is delegated to a Consultant, the details of the latter are to be captured in the Registration User Profile. Prospective Applicants are reminded that in such instances the overall responsibility remains of the Applicant.

insertion of a valid and official email address in order to be completed effectively. Generic email addresses should be avoided.

First Name and Last Name: This section should show the name of the person appointed by the lead Organisation to submit the proposal on its behalf and who will act as the main point of contact. This individual will hereinafter be referred to as the “**Applicant**”.

Address & Post code: The Organisation’s official address and Post Code are to be inserted in these sections.

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

Mobile Number: The Applicant’s mobile number or of his/her direct superior is to be inserted in this section. If no mobile number can be provided, please insert his/her direct superior’s work contact telephone number. In cases when this is not possible, then insert 0.

Fax Number: The Organisation’s fax number is to be inserted in this section.

ID number: The Applicant’s identity card number is to be inserted in full (e.g. 12345M)

VAT Number: When VAT number is applicable, please insert the VAT official number of the organisation. When VAT is not applicable, please insert the code 0000-0000MT.

CORP Account (if any): This data field is applicable to Applicants that are government officers. The corp account is to be inserted in the following format: **corp\aaaab001**.

Applicants that do not have a CORP account are to leave this empty and the system will automatically generate a user account.

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.

The Applicant can now proceed by clicking on the **'Register'** button when **all the** data fields have been inputted. The user will be prompted with error messages if any data field/s are incomplete or incorrectly inputted.

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

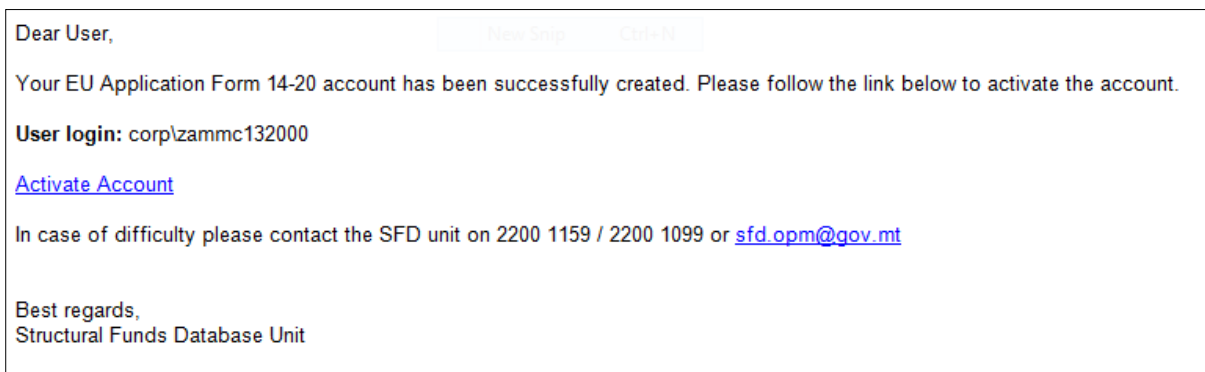
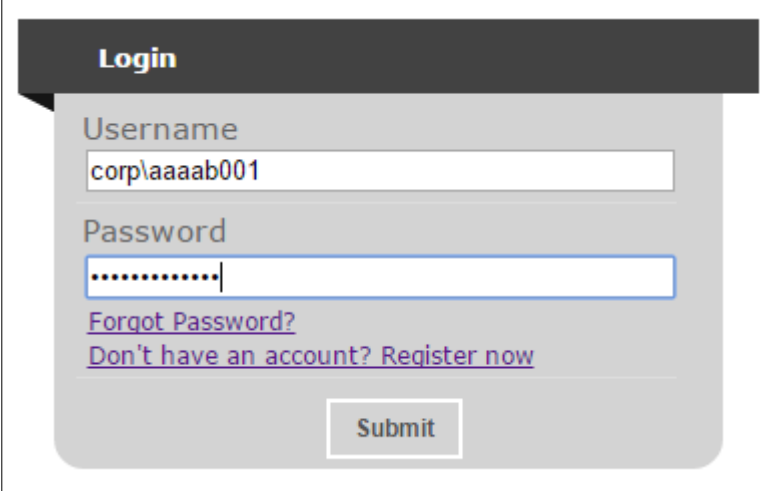


Figure 59: Email confirming registration

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



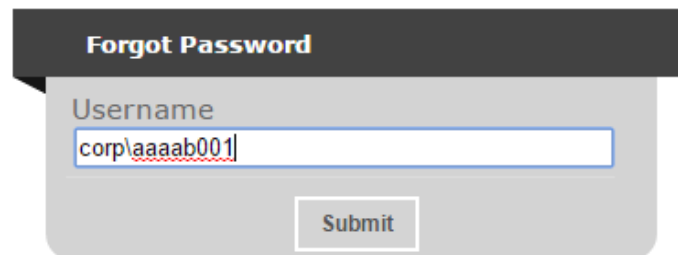
The image shows a login form with a dark grey header containing the word "Login" in white. Below the header, there are two input fields: "Username" with the text "corp\aaaaab001" and "Password" with a masked password of ten dots. Below the password field are two links: "Forgot Password?" and "Don't have an account? Register now". At the bottom of the form is a "Submit" button.

Figure 60: 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.

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 web form titled "Forgot Password". It features a dark gray header with the text "Forgot Password" in white. Below the header is a light gray box containing a "Username" label, a text input field with the value "corp\aaaab001", and a "Submit" button.

Table 61: Forgot Password Screen

On pressing the 'Submit' button, the Applicant will be informed that an email has been sent to the email address which was originally inserted in the registration process and that he/she will need to follow the instructions contained therein in order to reset the account password.

The email generated will include a link which will allow the Applicant to reset his/her 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 using the Applicant's username name and requesting for a reset a password. In such case, the details of the request are recorded (for audit purposes) and the Applicant is invited to disregard the password change prompt and to continue using his/her 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 internal 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.

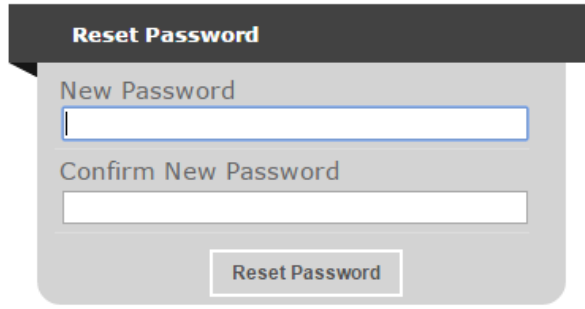
A screenshot of a mobile application's 'Reset Password' screen. The screen has a dark grey header with the text 'Reset Password' in white. Below the header, there are two text input fields. The first field is labeled 'New Password' and has a blue border. The second field is labeled 'Confirm New Password' and has a grey border. At the bottom of the form, there is a button labeled 'Reset Password' with a white border and a grey background.

Table 62: 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: List of ERDF/CF Eligible Activities

Below is the list for the main pre-defined ERDF and CF eligible activities. Any other type of eligible activity/ies not included in these lists are to be included under the option '**Other**'.

Activities relevant under ERDF and CF include:

1. Planning & Design fees
2. Project Management
3. Supervision costs
4. Studies
5. Supply of equipment/plant and machinery
6. Works/Building and Construction
7. Publicity
8. Contingency²³
9. ESF-related training
10. Other Costs

²³ Applicants may include a Contingency allocation in the Financial Plan (Section 6.1), however this activity must not exceed 10% of the total project cost.

List of Local Administrative Units:

NUTS_3	NAME_1	NAME_2_LAT	Code
MT001	Valletta	Citta' Umilissima	1
MT001	Birgu	Citta' Vittoriosa	1
MT001	L-Isla	Citta' Invicta	1
MT001	Bormla	Citta' Cospicua	1
MT001	Haż-Żabbar	Citta' Hompesch	1
MT001	Il-Fgura	Fgura	1
MT001	Il-Furjana	Floriana	1
MT001	Il-Kalkara	Kalkara	1
MT001	Hal Luqa	Luqa	1
MT001	Il-Marsa	Marsa	1
MT001	Paola	Paola	1
MT001	Santa Luċija	Santa Luċija	1
MT001	Hal Tarxien	Tarxien	1
MT001	Ix-Xgħajra	Xgħajra	1
MT001	Hal Qormi	Citta' Pinto	1
MT001	Birkirkara	Birkirkara	1
MT001	Il-Gżira	Gżira	1
MT001	Il-Hamrun	Hamrun	1
MT001	L-Imnsida	Msida	1
MT001	Pembroke	Pembroke	1
MT001	Tal-Pieta'	Pieta'	1
MT001	San Ġiljan	San Ġiljan	1
MT001	San Ġwann	San Ġwann	1
MT001	Santa Venera	Santa Venera	1
MT001	Tas-Sliema	Sliema	1
MT001	Is-Swieqi	Swieqi	1
MT001	Ta' Xbiex	Ta' Xbiex	1
MT001	Iż-Żejtun	Citta' Beland	2
MT001	Birżebbuġa	Birżebbuġa	2
MT001	Il-Gudja	Gudja	2
MT001	Hal Għaxaq	Għaxaq	2
MT001	Hal Kirkop	Kirkop	2
MT001	Marsaskala	Marsaskala	2
MT001	Marsaxlokk	Marsaxlokk	2
MT001	L-Imqabba	Mqabba	2
MT001	Il-Qrendi	Qrendi	2

MT001	Ħal Safi	Safi	2
MT001	Iż-Żurrieq	Żurrieq	2
MT001	L-Imdina	Citta' Notabile	2
MT001	Ħaż-Żebbuġ	Citta' Rohan	2
MT001	Is-Siġġiewi	Citta' Ferdinand	2
MT001	Ħ'Attard	Attard	2
MT001	Ħal Balzan	Balzan	2
MT001	Ħad-Dingli	Dingli	2
MT001	L-Iklin	Iklin	2
MT001	Ħal Lija	Lija	2
MT001	Ir-Rabat	Rabat (Malta)	2
MT001	L-Imtarfa	Mtarfa	2
MT001	Ħal Gharghur	Gharghur	2
MT001	Il-Mellieħa	Mellieħa	2
MT001	L-Imġarr	Mġarr	2
MT001	Il-Mosta	Mosta	2
MT001	In-Naxxar	Naxxar	2
MT001	San Pawl II Baħar	San Pawl II Baħar	2
MT002	Ir-Rabat, Ghawdex	Citta' Victoria	3
MT002	Il-Fontana	Fontana	3
MT002	Għajnsielem And Comino	Għajnsielem And Comino	3
MT002	L-Għarb	Għarb	3
MT002	L-Għasri	Għasri	3
MT002	Ta' Kerċem	Kerċem	3
MT002	Il-Munxar	Munxar	3
MT002	In-Nadur	Nadur	3
MT002	Il-Qala	Qala	3
MT002	San Lawrenz	San Lawrenz	3
MT002	Ta' Sannat	Sannat	3
MT002	Ix-Xagħra	Xagħra	3
MT002	Ix-Xewkija	Xewkija	3
MT002	Iż-Żebbuġ	Żebbuġ (Gozo)	3
Cannot be localised			7

Revenue Generation

A revenue generating project means any operation involving the provision of service against payment or an operation which, in any way, will enable the organisation to generate any kind of revenue (even when such revenue does not result in net profit).

In **ALL** cases where the project is expected to generate some sort of revenue, the Applicant/Beneficiary should inform the Managing Authority immediately. Furthermore, the Applicant would need to update or undertake (if this has not been done already) the Financial Assessment / Cost Benefit Analysis accordingly. Ex-post checks revealing revenues may involve recovery of funds from the beneficiary organisation, even after the project has ended.

Article 61 of Regulation (EU) 1303/2013 maintains the funding-gap method as a basis for the calculation of EU grant in revenue generating projects. It stipulates that the eligible expenditure cannot exceed the current value of the investment cost less the current value of the net revenue from the investment over a specific reference period appropriate to the category of the investment concerned. There will be no impact on the funding gap in cases where:

- Projects do not generate revenues;
- Projects whose revenue does not fully cover the operating costs

Example – Understanding the funding gap:

If a project costs €10,000,000 and the **net revenue** forecasts for this investment amounts to €2,000,000, the funding gap would be €8,000,000 (€10,000,000 - €2,000,000).

The co-financing rate would be applied to the €8,000,000.

If the project does not generate any net revenue the funding gap is €10,000,000 and the co-financing rate will apply to this rate.

Steps to determining the EU Grant

Step 1. Find the funding-gap rate (R):

$$R = \text{Max EE/DIC}$$

²⁴ Prospective Applicants are reminded that the main principles of the CBA methodology are enshrined in the Commission Implementing Regulation no 2015/207 and in Delegated Regulation 480/2014. Hence Applicants are strongly encouraged to familiarise themselves to both Regulations as well as to the **Updated Guide to Cost-Benefit Analysis of Investment Projects²⁴ launched by the European Commission in July 2015.**

where

Max EE is the *maximum eligible expenditure* = DIC-DNR

DIC is the *discounted investment cost*

DNR is the *discounted net revenue* = discounted revenues – discounted operating costs + discounted residual value

Step 2. Find the “decision amount” (DA), i.e. “the amount to which the co-financing rate for the priority axis applies”:

$$DA = EC \cdot R$$

Where EC is the eligible cost (boxes 2 and 3 above).

Step 3. Find the (maximum) EU grant:

$$EU \text{ grant} = DA \cdot \text{Max CRpa}$$

where

Max CRpa is the maximum co-funding rate fixed for the priority axis in the Commission’s Decision adopting the operational programme.

Example - Determining the EU Grant

1) Find R = Max EE/DIC where

	Discounted Values	Undiscounted values
Total investment cost		100
of which eligible cost (EC), say		80
Discounted investment cost (DIC)	89	
Discounted net revenue (DNR)*	20	

* revenue + residual value – operating costs (discounted values)

$$\text{Discounted Eligible expenditure DEEMAX EE} = \text{DIC} - \text{DNR} = 71.2 - 16 = 55.2$$

$$\text{Funding-gap rate (R)} = \text{EE/DIC} = 55.20/71.2 = 77.5\% \text{ or } [69 / 89 = 77.5\%]$$

2) Find DA = EC*R where

$$\text{Funding gap rate (R)} = 77.5\%$$

$$\text{Eligible cost (EC)} = 80$$

$$\text{"Decision Amount" DA} = \text{EC} \cdot \text{R} = 80 \cdot 77.5\% = 62.02$$

3) Find EU grant = DA*Max CRpa where

$$\text{Decision amount (DA)} = 62.02$$

$$\text{CRpa} = 85\%$$

$$\text{(Maximum) EU grant} = \text{DA} \cdot \text{Max CRpa}$$

$$= 62.02 \cdot 85\% = 52.72$$

Annex VII: Checklist of Attachments (Section 16)

After accessing the relevant uploading Section (titled 'Checklist of Attachments') the Application 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.

16.1 - Checklist of Attachments

Document	Uploaded File				
Section 02.1 - Legal Act constituting the Entity (e.g. the Deed of Foundation)		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 02.3 - Letter of Intent in case of Partnership		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 02.4 - Organisational Framework/Organigram		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 02.4.3 - Proof of Co-financing (as applicable)		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 03.0 - Official Correspondence with State Aid Monitoring Board		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 05.1 - Site plans of area of intervention, including technical designs, maps, diagrams and drawings, in case of physical works		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 05.1.1 - Gantt Chart		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 06.2 - Financial Feasibility Study/Cost Benefit Analysis		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 07.2 - Official Correspondence with the Planning Authority		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 07.4 - SEA correspondence		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 07.5 - EIA correspondence		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 07.6 - NATURA 2000 Correspondence		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 07.7 - Correspondence relating to other environmental assessments		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 11.1 - Calculations of the annual (operational) costs involved in sustaining the project following the termination of the grant (obligatory). Where Government is not co-financing the project from the national budget, applicants must also provide a bank guarantee providing evidence that such costs can be supported following the termination of the grant.		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Section 15 - Declaration		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>

Figure 64: Checklist of Attachments

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

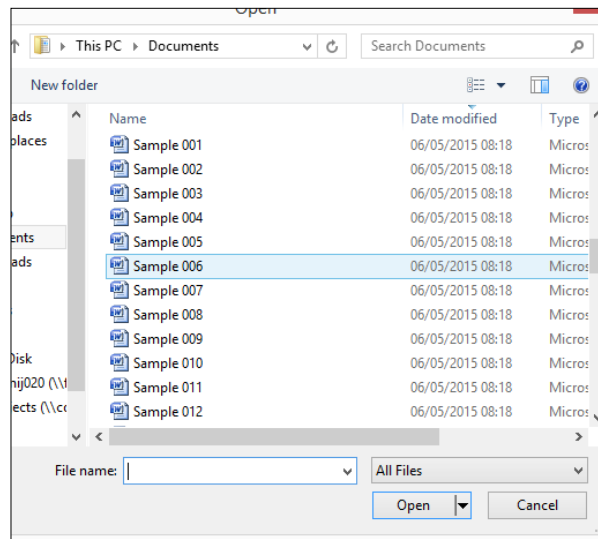


Figure 65: Choosing a file to upload

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).

Document	Uploaded File				
Letter of Intent in case of Partnership	Sample 001.docx	Choose File	No file chosen	View	Remove
Organisation chart / Organigram		Choose File	No file chosen	View	Remove
Proof of Co-financing – Joint declaration by executive/head and treasurer/financial controller (obligatory in cases where Government is not co-financing the project from the national budget)		Choose File	No file chosen	View	Remove
Add another document					

Figure 66: Document “Letter of Intent in case of Partnership” uploaded under column “uploaded file”

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 67**) beneath the afore-

mentioned information table. On clicking this button, the User will be prompted to choose a document to be uploaded.



Figure 67: Functionality Button “Add another document”

Once selected, the document name will appear adjacent to the ‘Choose File’ button (as shown in **Figure 68**).

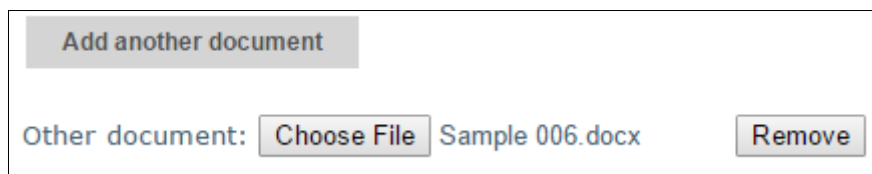


Figure 68: Functionality Button showing uploaded file

Again, at this stage the document is not actually uploaded in the system and this will take place only when the ‘Save’ button is selected. Prior to doing so, the User can click on the ‘Remove’ button and the selected file is 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 he/she has selected the correct document to be uploaded, he/she may proceed with saving the application (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 which can be uploaded in the system.

Document	Uploaded File				
Letter of Intent in case of Partnership		Choose File	No file chosen	View	Remove
Organisation chart / Organigram		Choose File	No file chosen	View	Remove
Other	Sample 006.docx	Choose File	No file chosen	View	Remove
Other	Sample 012.docx	Choose File	No file chosen	View	Remove
Other	Sample 016.docx	Choose File	No file chosen	View	Remove

Figure 69: “Other” Documents uploaded

Annex VIII: Exporting e-Application form to .pdf

Applicants may generate a copy of the online Application form (in .pdf version) at any stage of the application process. This can be done on the print functionality button available on the right hand side of the screen (**Figure 70** below) which in turn will generate a screen as outlined in **Figure 71**. Applicants are to click on the “floppy disk” icon as outlined in the figure and may generate this Application form in Excel, Word or .pdf format as required.

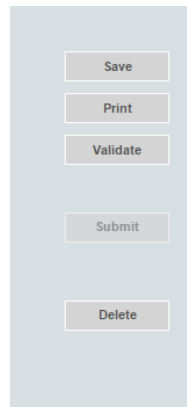


Figure 70: Exporting e-Application Form



Figure 71: Exporting e-Application Form to Excel, Word and/or .pdf

In case of Section 15, the declaration form can be exported for signature as outlined in **Figure 72** below.

15.1 - Declaration Form

1 of 1 Find | Next

Declaration Form

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 can confirm that the operation to which this application refers is not physically completed or fully implemented at the date of its submission to the MA as per article 65(6) of Regulation (EU) No 1303/2013.

I can also confirm that I am not aware of any reason why the project may not proceed or be delayed and the commitment can be made within the timescales indicated in the Operational Programme to which this project relates. I acknowledge that the application will be subject to regular monitoring/auditing/evaluations and undertake to keep records for this purpose in line with instructions received from the MA and as described in the Manual of Procedures and any other guidance provided by the MA/other stakeholders, as applicable.

I declare that this project is not being supported through other Public/Community Funding and that I will abide by the principle of good governance and the Public Contracts Regulation on matters related to procurement as applicable. I also declare that I will use fair, transparent and competitive procedures in any employment contracts.

I also declare that by submitting this application, I am hereby giving my consent for the publication of information related to the organisation and the project (including budget) as required by the relevant Council and Commission Regulations on Cohesion Policy.

I declare to abide to the durability clause enshrined in article 71 of Regulation (EU) 1303/2013. I also understand that if the information included in the Application Form is found to be not factually correct, the project application may be rejected.

Project Leader
(Name in Block Letters)

Signature and Stamp

CEO/Head of Applicant
Organisation
(Name in Block Letters)

Signature and Stamp

Treasurer
(Name in Block Letters)

Signature and Stamp

Date _____

Printed on: 08 Mar 2017 11:09:06 AM

Figure 72: Exporting e-Application Form to .pdf