



GOVERNMENT  
OF MALTA



## ESF+ Programme ESIF Policy 2021-2027

*Fostering the socioeconomic wellbeing of society  
through the creation of opportunities for all and  
investment in human resources and skills*

**Call for Project Proposals**

**Information Session: Application form**

**12<sup>th</sup> October 2023**



**Co-funded by  
the European Union**

# Introduction



Proposals are to be filled in a Word Document and are to be submitted on [www.sfd.gov.mt/application](http://www.sfd.gov.mt/application);

Access to Application form and Deadline for submission of applications:

ESO: 4.6. Quality and inclusive education and training systems → **31st October 2023**

<https://fondi.eu/what-funding-is-available/inclusive-education-and-training-systems/>

ESO: 4.7. Lifelong learning and career transitions → **31st October 2023**

<https://fondi.eu/what-funding-is-available/lifelong-learning-and-career-transitions/>

ESO: 4.1. Access to employment and activation measures for all → **31st January 2024**

<https://fondi.eu/what-funding-is-available/enhancing-employability-and-labour-market-resilience/>

Proposals should follow the eligibility guidance and intervention logic as described in: Guidance notes on the Call for proposals under ESF+ Programme.

# Recommendations (1)

It is strongly recommended to:

- Provide **clear** information on what you intend to do, **how** you will do it, **where** you will do it, how much it will **cost** and who will **benefit** from it. If these basics are not clear, the MA and the PSC will be unable to understand your project and will be more likely to reject it;
- Read thoroughly the ESF+ Programme 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;

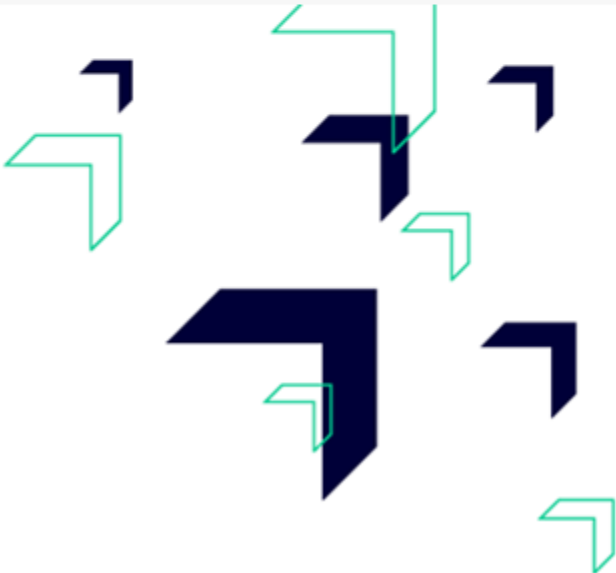
## Recommendations (2)

- Explain any acronyms;
- Be focused and realistic: unrealistic targets may result in the application being rejected and/or penalisation at Project Selection Stage;
- Clearly describe how the Applicant will meet ESIF requirements: thus, any statement of the obvious will not be accepted as a response to any part of this application form.

# Application Form

Part A – Administrative

Part B - Technical



Co-funded by  
the European Union

## Part A - Administrative Part (1)

- The Applicant must identify **ONE** Priority and **ONE** Specific Objective under which the proposal will fall.
  
- Priority 1 - Enhancing employability and labour market resilience.
  - Specific Objective: 4.1 – Access to employment and activation measures for all.
  
- Priority 3 - Quality and inclusive education and enhanced lifelong learning for growth.
  - Specific Objective: 4.6 – Quality and inclusive education and training systems.
  - Specific Objective: 4.7 – Lifelong learning and career transitions.

## Part A - Administrative Part (2)

### 1. Project Details

<b>Project Title</b>	<i>Name of the Project</i>
<b>Start Date<sup>1</sup></b>	<i>Enter date by when the project is estimated to start. This should also include the preparatory stage of the project.</i>
<b>End Date<sup>2</sup></b>	<i>Enter date by when the project is estimated to be concluded.</i>
<b>Total Project Cost</b>	EUR (the total eligible project value is to be included).
<b>Summary</b>	<p><i>Provide a summary on the project.</i></p> <p><i>The summary shall include a broad description of the project idea, that is, the basic rationale for implementing the proposed project. A brief description of the aims, objectives, main activities and expected results.</i></p>
<p><i>Note: This will be presented in the published list of the Managing Authority on the MA's website <a href="http://fondi.eu">fondi.eu</a>, as per Article 40 of Regulation (EU) 2021/1060</i></p>	

- Start date should not be before 1<sup>st</sup> January 2021.
- End date should not be after 31<sup>st</sup> December 2029.

## Part A - Administrative Part (3)

### 2. Lead Applicant

*In the fields below, the Applicant is to include information on the Applicant Organisation.*

<b>Name</b>	
<b>Head of Organisation</b>	
<b>Legal Status</b>	Choose an item.
<b>Type of SME (if applicable)</b>	
<b>Registration / VO Number</b>	
<b>Legal Address</b>	
<b>Contact Number</b>	
<b>Contact E-mail</b>	
<b>Website</b>	



# Part A - Administrative Part (4)



## 3. Contact Details

*In the fields below, the Applicant is to include information on the Project Leader of the proposed project. Only one project leader responsible for the project.*

<b>Project Leader</b>	
<b>Position within the Organisation</b>	
<b>Office Address</b>	
<b>Contact Number</b>	
<b>E-mail address</b>	
<b>Main Contact Person<sup>3</sup></b>	
<b>Position within the Organisation</b>	
<b>Office Address</b>	
<b>Contact number</b>	
<b>E-mail address</b>	

The Project Leader is the person responsible for the implementation of the proposed project;

The Contact Person must be different from the Project leader and needs to assist the project leader in ensuring smooth communication flows between the Beneficiary organisation and the relevant stakeholders.

## Part A - Administrative Part (5)

### 4. VAT Status

*In the fields below, the Applicant is to include information on the Vat Status of the Applicant Organisation*

<b>VAT Number (if applicable)</b>	
<b>Does the project include activities which may give rise to sales on which VAT is charged?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Can the organisation recover VAT on expenditure incurred?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

- Contact Persons: Ms Joanna Hefny ([joanne.hefny@gov.mt](mailto:joanne.hefny@gov.mt)) and Ms Caroline Arapa ([caroline.arapa@gov.mt](mailto:caroline.arapa@gov.mt))

## Part A - Administrative Part (6)

### 5. Experience in EU-funded and / or similar<sup>4</sup> projects

*In the fields below, the Applicant is to indicate whether the Organisation has already been involved in or awarded an EU or similar projects.*

Has the lead applicant implemented EU funded or similar projects, in the last 10 years?

YES

NO

*If yes, Applicant to provide list of EU funded projects or national/own funded projects of similar nature and/or magnitude.*

Awarding body	Project Ref	Name of Project	Year of Award	Year Completion	Amount Received (€)

- Other funding include: nationally funded projects, EEA/Norway, and Swiss.

# Part A - Administrative Part (7)

## 6. Similar proposals

Has this proposal (or a similar one) been submitted in the past in response to a call for proposals under any EU or other funding programme, other than the current call, including for the feasibility and preparatory phases?

YES

NO

If yes, please provide the following details (*add rows as necessary*):

Name of the Programme	Reference Number	Status of the Proposal
		Choose an item.
		Choose an item.

Were any loans or equity support received from European Investment Bank, the European Investment Fund or any other local or international financial institutions to implement the activities included in this proposal?

YES

NO

If yes, please provide the following details (*add rows as necessary*):

Name of Financial Support received	Name of Financial Institution	Date of Submission/Approval	Amount requested (EUR)	Amount granted (EUR)

- Status of the Proposal: Submitted / Under Evaluation / Awarded

# Part A - Administrative Part (8)



## 7. Project Partnership

*The Applicant should indicate whether a partner organisation/s will be involved in the proposed project. The proposal should identify the added value of involving partners in the project and the mutual benefit of said partnership.*

Does this project include partners (local or transnational)?

YES

NO

If the project includes partners, please include the following details for each partner (*copy the table below for each partner*). A letter of intent for each partner is to be uploaded under the “Checklist of Attachments”.

<b>Legal Name of the Partner Organisation</b>	
<b>Legal status</b>	
<b>Contact person</b>	
<b>Transnational / Local Partner</b>	Transnational <input type="checkbox"/> Local <input type="checkbox"/>
<b>Legal Address</b>	
<b>Phone number</b>	

# Part A - Administrative Part (9)



## 7. Project Partnership

<b>E-mail address</b>	
<b>Role and value added of the partner organisation in the Project</b>	
<b>Mutual benefit of the partnership</b>	
<b>Will the partner organisation receive funding from the project?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Will the partner contribute towards the co-financing of the project?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

# Part A - Administrative Part (10)

## 8. 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 ESF+ 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.*

Does this project involve State Aid?

YES

NO

**How was it concluded that the project involves/does not involve State Aid?**

*Specific reference should be made to communication held with the State Aid Monitoring Board to determine whether the project involves/does not involve State Aid.*

# 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.
- 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 ESF+ 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.
- Early discussions with the State Aid Monitoring Board (SAMB) and/or experts on State Aid of the Applicant's choice are encouraged and any correspondence between the Applicant and SAMB should be annexed to the application form.



# Part B – Technical Description (1)

## Example: ESO: 4.6

### 9. Section 1

#### 1.1 Project Description

**Is the project contributing to the **specific objective** of this call?**

ESO: 4.6. Quality and inclusive education and training systems.

Yes

No

**Which need is the project addressing in relation to the list of possible **interventions** as set out in the ESF+ programme?**

Promoting quality education and reducing ESL.

Developing Inclusive Education pathways.

Enhancing Further and higher education.

Addressing skills gaps through the development and running of new courses.

Improving the quality and effectiveness of education and training systems.

Complementarities/synergies with other priorities under this Programme and other initiatives.

**What are the expected results which the project shall be contributing to?**

Reduce ESL rates, improve levels of basic skills and increase overall attainment rates.

Enhance digital literacy and improve quality, inclusiveness, and accessibility of education at all levels.

Increase participation in tertiary education.

# Expected Results

- With respect to ESF+, the Applicant is to explore other targets, beyond the actual output indicators of the project, that will be the result from the actions/activities.
- Following the identification of the expected result/s applicable for the project and the target groups, the Applicant is to explain:
  - The tangible and intangible results of the project;
  - The expected benefits that the project intends to achieve; and
  - How such results will contribute to the achievement of the Programme expected result(s) under that specific Priority.
- The Applicant should explore how the desired results will aim to trigger change and/or innovation. Applicants are encouraged to explore innovative results/solutions from the proposed actions.
- The Applicant is to assess whether the proposed actions are contributing to the fulfilment of the enabling conditions.

## Part B – Technical Description (2)

**Why** is the project being proposed and **how** does it address the Specific Objective of the call and respective national and European priorities?

*Here the Applicant is to carry out a needs assessment. This assessment is the study of a problem. It entails the collection of data and opinions from varied reliable sources. The aim is to support effective recommendations about what should be done to solve such problem. This will enable the Applicant to establish the importance of the proposed actions. Hence, such assessment must demonstrate how the project and its activities as applicable are contributing and in line with the type of interventions selected above. Moreover, the Applicant should explain how the project is expected to solve a clearly defined and presented need(s). The discussion must be supported by quantitative and qualitative analysis from official statistical sources and/or administrative registers. Consequently, the Applicant is to provide further justifications on the project coherence with National, sectoral and EU policies as to what extent the project is addressing such priorities. Explain the effects of the projects from the perspective of EU interest and how it contributes to the objectives set out at European Level.*

**What** are the **objectives** of the project?

*The objectives should be SMART (specific, measurable, achievable, relevant, time-bound).*

# Why is the project being proposed and how does it address the Specific Objective of the call and respective national and European priorities?



- Here the Applicant is to carry out a needs assessment. This assessment is the study of a problem. It entails the collection of data and opinions from varied reliable sources. The aim is to support effective recommendations about what should be done to solve such problem.
- The assessment must demonstrate how the project and its activities as applicable are contributing and in line with the type of interventions selected above.
- The Applicant should explain how the project is expected to solve a clearly defined and presented need(s) by quantitative and qualitative analysis from official statistical sources and/or administrative registers.
- Consequently, the Applicant is to provide further justifications on the project coherence with National, sectoral and EU policies as to what extent the project is addressing such priorities.

## Part B – Technical Description (3)

<p>▪ <b>Target Groups</b> (select the specific target groups of the project)</p>	
<p><i>In the case of the projects submitted under ESO4.1, the Applicant needs to also provide a justification to the proposed target groups to be reached through the ESF+ project.</i></p>	
<p><b>Other Targets – applicable only for ESF+ and possibly AMIF</b></p>	
<p><b>What are the tangible and intangible results from the project?</b></p>	
<p><b>What type of added value is expected?</b></p>	
Additional outcome	<input type="checkbox"/>
Better outcome	<input type="checkbox"/>
Earlier outcome	<input type="checkbox"/>
<p><b>Does the project aim to trigger change/innovation? If so, describe how this will be achieved?</b></p>	
<p> </p>	

- Target Groups: These should be specific according to the Specific Objective.

# Target Groups (1)

- The Applicant is to indicate the target groups that will benefit directly or indirectly from the proposed actions.

Call	Specific Objective	Target Group
2.1	ESO4.6	<ul style="list-style-type: none"><li>▪ Pupils / students;</li><li>▪ Early-school leavers;</li><li>▪ Pupils/students with special learning needs, including people with disabilities;</li><li>▪ Individuals aiming to further their education; and</li><li>▪ Professionals/employees in the education sector.</li></ul>

# Target Groups (2)

Call	Specific Objective	Target Group
2.2	ESO4.7	<ul style="list-style-type: none"><li>▪ Employees</li><li>▪ Unemployed</li><li>▪ Inactive</li><li>▪ Social Partners and other non-government organisations that are duly registered in line with national regulatory requirements.</li></ul>
2.3	ESO4.1	<ul style="list-style-type: none"><li>▪ Job seekers / workers, unemployed and inactive people, including women, low skilled adults and older workers and other disadvantaged categories of persons;</li><li>▪ Young unemployed and inactive, young NEETs, young early-school leavers;</li><li>▪ Professionals and other workers in the field of employment, including persons working with young people; social partners and NGOs duly registered under the respective legislation; and</li><li>▪ Employers.</li></ul>

# Part B – Technical Description (4)

## Section 2

### 10. Section 2

#### Project Plan

*To compile this section, Applicants are requested to fill in the details in the tabulations below.*

*The Applicant is expected to group the key components/activities/actions of the project in work packages. For each work package, the Applicant needs to provide a brief description of the project component/activity/action, key information on the main tasks of each project component, the timeframe for the implementation, the specific target groups (as applicable), the linked output and result indicators for each work package.*

*Work Package 1 shall focus on how the project will be managed including checks and controls in place to ensure that the project is implemented on time and within the parameters defined in the grant agreement.*

*Each project shall have work packages (including Work Package 1 on project management).*



# Project Plan



- The Applicant is expected to group the key components/activities/actions of the project in work packages.
- For each work package, the Applicant needs to provide:
  - a brief description of the project component/activity/action;
  - key information on the main tasks of each project component;
  - the timeframe for the implementation;
  - the specific target groups (as applicable); and
  - the linked output and result indicators for each work package (as applicable).
- Work Package 1 shall focus on how the project will be managed including checks and controls in place to ensure that the project is implemented on time and within the parameters which will eventually be defined in the Grant Agreement.

# Part B – Technical Description (5)

## Section 2.1



### Work Package 1: Project Team

\*To open in Excel, right click on the object, click on ‘Worksheet object’ and select ‘Open’.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Work Package Number -</b>										
2	<b>Work Package title</b>					[insert name]					
3	<b>Duration</b>					[to be calculated in months]					
4	<u>Role of the Project Team</u>										
5	<i>The scope of this question is to demonstrate that the Applicant has the necessary capacity to implement and maintain and/or operate the project. The Applicant is to proof to the Project Selection Committee, that it will adopt a good capacity strategy covering all areas and phases of the project proving that it has the necessary resources and expertise to manage the project, provide leadership and exercise control. An assessment on the current staff complements and how the additional duties will fit in within the structure is to be provided.</i>										
6	<u>Role of consultants, seconded staff and subcontracting</u>										
7	<i>In case for those Applicant which do not have sufficient capacity to implement the project and therefore shall resort to external sources, the Applicant is to provide details on how the Applicant shall exercise control over any third-party contractors that may be involved in the project. The Applicant remains responsible for all aspects relating to the project (even for third party shortcomings) during the auditable lifetime of the project.</i>										
8	<b>Role of the Project Team</b>										
9	<i>Provide an overview of who be directly responsible to ensure the effective and efficient implementation of the project . (Max. 500 words)</i>										
10											
11	<b>Role of consultants, seconded staff and subcontracting</b>										
12	<i>How do you plan on ensuring that external resources contribute directly to the project for those skills/resources which are not available within the organisation? (if applicable) (Max. 300 words)</i>										

# Part B – Technical Description (6)

## Section 2.1



List of Specific Activities (Costings N/A for ESF+)							
Activity Nr	Activity Name	Activity Description	Net	VAT	Non-eligible	Total	
14							
15							
16	Activity 1.1						
17	Activity 1.2						

# Work Package 1: Project Team

- Role of the Project Team.
- Does the Applicant have the necessary capacity to implement and maintain and/or operate the project?
- The Applicant is to prove to the Project Selection Committee, that:
  - It will adopt a good capacity strategy covering all areas and phases of the project; and
  - It has the necessary resources and expertise to manage the project, provide leadership and exercise control.
  - An assessment on the current staff complements and how the additional duties will fit in within the structure is to be provided.

# Part B – Technical Description (7)

## Section 2.1

### Work Package 2: (SUBJECT)

This section is to be replicated for additional work packages.

\*To open in Excel, right click on the object, click on 'Worksheet object' and select 'Open'.

	A	B	D	E	F	G	H	I	J	K
1										
2		⚠ The applicant shall reproduce the table below for each work package								
3										
4	<b>Work Package number</b>		[insert work package number]							
5	<b>Work Package title</b>									
7	<b>Duration</b>		<i>Include start date and end date</i>							
8	<b>Name of organisation leading the work</b>									
9	<b>List of Specific Activities</b>									
10	<b>Activity Nr</b> <i>(continuous numbering linked to Work Package)</i>	<b>Activity Name</b>	<b>Activity Description</b>	<b>Actual Cost incurred/SCO</b>	<b>Net</b>	<b>VAT</b>	<b>Non-eligible</b>	<b>Total</b>		
11	Activity 2[1].1		<i>Describe the proposed activity and the necessary works for which assistance is being proposed specifying its main characteristics and components, including the nature of</i>							
12	Activity 2.2									
13										

# Part B – Technical Description (8)

## Section 2.1

### Fundamental Rights and Equality principles

Identify how the **horizontal principles** mentioned below are considered. **What measures** are planned throughout the project design, implementation, monitoring, reporting and evaluation stages to ensure that the principles are safeguarded?

*Applicants are to link the identified measures as applicable to the respective work package/s*

<b>Gender Equality</b>	<i>The Applicant should explain how equality between men and women, integration of the gender perspective and gender mainstreaming are taken into account and promoted throughout the design, implementation, monitoring, reporting and closure of projects.</i>
<b>Equal Opportunities</b>	<i>The Applicant should take into consideration appropriate steps to ensure equal opportunities independent from gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation throughout the design, implementation, monitoring, reporting and closure of projects.</i>
<b>Non-discrimination including accessibility for persons with disability</b>	<i>The Applicant should explain how measures are put in place during the design, implementation, monitoring, reporting and closure of projects to prevent discrimination in particular accessibility for persons with disabilities and ensure access for all.</i>

# Part B – Technical Description (9)

## Section 2.1

### Sustainable Development

#### What are adopted to ensure contribution towards Sustainable Development?

*Applicants are required to demonstrate that they have considered sustainable development areas at all stages of the project and how contribution will be mainstreamed throughout the projects' aims and operations. Reference to the relevant strategies justifying the contribution of the project should also be provided below.*

<b>Economic Growth</b>	<i>The Applicant should outline their project contribution to economic growth through the potential contribution towards the local economy/industry.</i>
<b>Social Cohesion</b>	<i>The Applicant should outline the project contribution towards social cohesion through potential skill development as a result of the project and generation of employment.</i>
<b>Environmental sustainability</b>	<i>The Applicant should undertake, an assessment based on the extent of which the proposed project incorporates mitigation measures in line with the DNSH principles. To this end, applicants should also explain when and as applicable, how projects are addressing climate change mitigation and adaptation; the sustainable use and protection of water and marine resources; pollution prevention and control; protection of restoration of Biodiversity &amp; Ecosystems; and the Circular Economy.</i>

# Part B – Technical Description (10)

## Section 2.1

### Quantitative outputs and results of the Project

*In the tables below indicate the output and results that will be achieved as a result of the implementation of the activities in this workplan as part of this project.*

*Please ensure that the figures included in the table below are reasonable, in line with the objectives of the project and may be measured and verified.*

*It is strongly recommended that Applicants refer to the Indicators Guidance Notes issued with the call on how to address the indicator sections.*

OUTPUT INDICATORS	Measurement Unit	Milestone 2024	Target 2029 and/or End of operation
RESULTS INDICATORS	Measurement Unit	Target 2029 and/or End of operation	

### Method of Quantification

**Detailed description** of the **methodology** used to quantify each respective indicator targets. Reference should also be made to any **reference documents** (if and as applicable), from which any baseline figures are being sourced. Kindly ensure that the respective **indicator names are listed** and are clearly linked to the different methodology descriptions to be provided for each indicator. For better clarity, kindly start by listing the output indicator/s , followed by the result indicator/s.

*In the case of ESF+ projects with participant type of indicators, the Applicant is reminded that data on indicators is to be reported on the basis of unique participants at the level of each operation/project. To this end, the data below should firstly be presenting an estimation using repeat participation that mirrors the budget requested, and subsequently the Applicant is to estimate the resulting unique values per indicator (this dependent on the expected/allowed number of repeat participations in the same operation/project)*



# Part B – Technical Description (11)

## Section 2.1

### Method of Verification

**Detailed description of the methodology, data sources and/or documentation** to be utilised to **verify and provide proof** of the attainment of the respective indicator targets. Kindly ensure that any documentation that will be referenced can be made available to the Managing Authority, both at implementation stage and at project completion stage, as required for the periodical verification and reporting of indicators.

Kindly ensure that the respective **indicator names are listed** and are clearly linked to the different verification sources to be provided for each indicator. For better clarity, kindly start by listing the output indicator/s , followed by the result indicator/s.

*A set of Both Eligibility and Selection Criteria are to be determined. The applicant is to list the eligibility (what makes an interested participant eligible to apply) and selection criteria (how the applicant intends to rank and select participants). Kindly, specify if there will be a specific criterion aimed at Gozitans' participants.*

*The eligibility criteria are gateway criteria that determine whether a participant can benefit from the activities of the project.*

*The selection criteria should also be established. Selection criteria should provide the necessary framework to rank between eligible Applicants. Only participants that make it through the eligibility test can be ranked in line with the identified selection criteria.*

If the proposed activities involve participants **directly**, specify the **eligibility** criteria which will be used to selected participants. Reference should also be made to any reference documents from which any baseline figures are sourced. *(if applicable)*

# Part B – Technical Description (12)

## Section 2.1



*The Applicant is requested to assess the project's impact (if any) on the territorial challenges of Gozo. Explanation on the direct and/or indirect project contribution towards the below priorities is to be provided.*

**Are any of the activities included in the project contributing to **Gozo's socio-economic development?****

Yes

No

Explain how this will be achieved using statistics, data and research on Malta and Gozo.

Achieving a better skilled Gozitan labour force

Creating job opportunities in Gozo

Enhancing sustainable tourism in Gozo

Enhancing Gozo's carbon and climate-neutral social economy



# Part B – Technical Description (14)

## Section 2.3

### 2.3 Project Implementation status

*In the box below, indicate the status of the procurement procedures envisaged under this project per WP. The Applicant is to indicate the total number of tenders at each level. The details are to be included as to the tender description, the timeframes, the contracted amounts etc.*

Status of procurement	Number of procurement procedures	Details
Design		
Drafted		
Launched		
Evaluation		
Appeals		
Contracted		
Being implemented		
<b>Total no of procurement</b>		

# Part B – Technical Description (15)

## Section 2.3

### 11. Risks

*Any adverse event which may impinge on the smooth and efficient implementation of the project must be identified at this stage. These events will impose a risk on the project. The risks were categorized as per below:*

- *Financial Risks*
- *Implementation Risks*
- *Capacity Risks*
- *Legal Risks*
- *Logistical Risks*
- *Public Procurement Risks*
- *Technical Risks*
- *Health Risks*
- *Other Risks*

*The Applicant is to explain the risks associated with the project and provide the mitigation and/or preventive measures as well as the actions to be taken in case an adverse event occurs. 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.*

**What are the **critical risks**, uncertainties or difficulties related to the implementation of your project, and your **measures/strategy** for addressing them?**

Risk Type	Description	Mitigation Measures
Choose an item.		
Choose an item.		

## Part B – Technical Description (16)

- Visual Identity Guidelines (VIG) for the 2021-2027 Programme may be found here: <https://fondi.eu/visual-identity-guidelines-2021-2027/>.

### 12. Communication

*Communication and visibility activities should contribute to the promotion of gender, equality, and non-discrimination. Communication materials should use gender inclusive language and positive visual representations. E.g.: when developing videos or leaflets ensure that persons, in all their diversity, are equally represented in a non-stereotypical fashion and portrayed in active empowered roles. In addition, consider using communication channels that are accessible to the general audience, to persons with disabilities, or people from marginalised groups.*

**Applicants are required to implement minimum visibility requirements when implementing EU-funded projects to acknowledge the support received in line with the parameters established in Regulation (EU) 2021/1060. Please tick as applicable.**

Provide on the beneficiary's official website, where such a site exists, and social media sites, a short description of the operation, proportionate to the level of support, including its aims and results, and highlighting the financial support from the EU. (ALL PROJECTS)

Confirm

## Part B – Technical Description (17)

<p>Provide a statement highlighting the support from the EU in a visible manner on documents and communication material relating to the implementation of the operation, intended for the public or for participants. (ALL PROJECTS)</p>	<p>Confirm <input type="checkbox"/></p>
<p>Display at a location clearly visible to the public at least one poster of a minimum size A3 or equivalent electronic display with information about the operation highlighting the support from the Funds. Where the beneficiary is a natural person, the beneficiary shall ensure, to the extent possible, that appropriate information is available, highlighting the support from the funds, at a location visible to the public or through an electronic display. (ALL PROJECTS)</p>	<p>Confirm <input type="checkbox"/></p>
<p>Display durable plaques or billboards clearly visible to the public, that present the emblem of the EU in accordance with the technical characteristics laid down in the Guidelines on the Communication and Visibility requirements for projects co-financed through EU Funds, as soon as the physical implementation of operations involving physical investment starts or purchased equipment is installed, in respect of the following:</p> <p>(i) operations supported by the ERDF and the ESIF Fund the total cost of which exceeds EUR 500,000;</p> <p>(ii) operations supported by the ESF+, the JTF, the EMFAF, the AMIF, the ISF or the BMVI the total cost of which exceeds EUR 100,000;</p>	<p>Confirm <input type="checkbox"/></p> <p>Not applicable <input type="checkbox"/></p>

## Part B – Technical Description (19)

For operations of strategic importance and operations the total cost of which exceeds EUR 10,000,000, organising a communication event or activity, as appropriate, and involving the Commission and the responsible managing authority in a timely manner.	Confirm <input type="checkbox"/>  Not applicable <input type="checkbox"/>
---	---

*Applicants are to keep in mind that EU funded projects must ensure that adequate publicity is given to the project with a view to:*

- *Make potential participants aware of the opportunities offered/created;*
- *Make the general public aware of the role of the European Union and European Funding;*
- *Ensure transparency of the assistance concerned; and*
- *Increase visibility and awareness*



## Part B – Technical Description (19)

**What** are the communication and dissemination activities planned, other than the obligatory communication requirements included above, to promote the activities/results of the project? In your reply indicate to **whom**, **which format** and **how many** communication actions will be undertaken. Indicate how you will reach the target groups, relevant stakeholders, policy-makers and the general public and explain the choice of the dissemination channels.

## Part B – Technical Description (20)

### 13. Financial Sustainability

*The Applicant should ensure that the longer-term financial sustainability of the project is considered. The financial sustainability assessment consists of verifying that the project will have sufficient funds to meet its financial obligations, whether these funds come from user charges or budget sources. Under this section, the project's capacity to achieve financial sustainability should be demonstrated.*

*Furthermore, the Applicant is to assess the financial profitability which involves the comparison of the costs (the operating and investment expenses) and the revenues resulting from the project.*

**How will the project be **sustained** when EU support ends?**

*Specific explanation should be provided on the expenditure and organisational structure and resources which will be enabled especially in those instances where the Government is not financing the project and the financial position of the organisation is not congruent with the annual operational costs required to maintain the activities proposed after the EU funding support ends.*

**What are the **annual operational costs** required to sustain the project after EU support ends?**

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

# Part B – Technical Description (21)

## 14. Revenue Generation

*Within this section the Applicant is expected to explain the financial element of the project.*

Is the project expected to <b>generate revenue</b> ?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please specify the <b>source of revenue</b> that will be generated:	
Charges to Users	<input type="checkbox"/>
Entrance Fees	<input type="checkbox"/>
Rent	<input type="checkbox"/>
Feed-in-Tariff/Cost Savings	<input type="checkbox"/>
Participation Fees	<input type="checkbox"/>
Copyright charges on publications	<input type="checkbox"/>
Development and sale of products	<input type="checkbox"/>
Other (if other please specify below:)	<input type="checkbox"/>

## Part B – Technical Description (22)

Projects which generate revenue are eligible as long as there is no over-financing. Thus, the revenue generated should be declared and, if applicable, be deducted from the total project cost.

Revenue Generation	Discounted values (€)	Discounted values (€)
Total investment cost		
Total investment cost of which eligible cost (EC)		
Discounted investment cost (DIC)		
Discounted net revenue (DNR)		
Determine the grant (please refer to the relevant section in the Call Document)		

## Part B – Technical Description (23)



### 15. Financial Capacity

*In this section, the Applicant is to indicate who will be contributing the co-financing element of the project. Projects benefitting from EU Funds have a co-financing rate. This rate differs from one fund to another.*

*For ERDF and ESF+ proposals the rate is 60% EU Funds and 40% MT funds, CF proposals have 85% EU funds and 15% MT funds and lastly JTF Funds have 70% EU funds and 30% MT funds. Within this section, the Applicant is to state who will be contributing the MT funds.*

How will the project be **co-financed**?

Government funding

Third party resources

Will the project generate **private investment**? If yes, explain **how** this will be achieved.

*Here the Applicant is to indicate whether the proposed interventions induce private investment. If in the affirmative, details are to be provided the approach undertaken in attracting private investment and how this is being incorporated within the project.*

## Part B – Technical Description (24)



### 16. List of Attachments to be submitted with the Project Proposal

*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. The table below is indicative of the documentation to be submitted*

Document Description	Attachments to be uploaded in PDF format
Letter of Intent for Partner Organisation (where applicable)	
FA/FFS/CBA (where applicable)	
SAMB Correspondence	
Calculations of the annual (operational) costs	
Other supplementary documentation	
Other supplementary documentation	
Other supplementary documentation	

## Part B – Technical Description (25)

### 17. Declaration

*The Applicant is requested to read through the below statements and confirm that the Applicant will abide with the stipulated declarations. If the information 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 form. The Application Form (including the below declarations) is to be signed, stamped, and dated by the assigned Project Leader and endorsed by the CEO/Head of Organisation. In the case of Public Sector Organisations, all Application Forms must be endorsed by the Permanent Secretary.*

We declare that the entries in this Declaration form, the details in the whole Project Proposal which is being submitted and any other annexes enclosed are, to the best of our knowledge and belief, correct.	<input type="checkbox"/>
We declare to have the explicit consent of all applicants on their participation and on the content of this proposal.	<input type="checkbox"/>
We confirm that the status of operation is either ongoing <sup>5</sup> or has not yet started as per Article 63 of Regulation (EU) 2021/1060, unless otherwise allowed by the specific regulation.	<input type="checkbox"/>

5. In line with Regulation (EU) 2021/1060, expenditure shall be eligible from 1st January 2021 till 31st December 2029.

## Part B – Technical Description (26)

We confirm that in the case where the proposed project has started before the submission of an Application for funding to the Managing Authority, applicable law was complied with.	<input type="checkbox"/>
We declare that the proposed project does not include activities which were part of an operation subject to relocation in accordance with Art 66 of Regulation No 2021/1060 which would constitute a transfer of a productive activity in accordance with point (a) of Art 65(1).	<input type="checkbox"/>
We confirm that the proposed project is not directly affected by a reasoned opinion by the Commission in respect of an infringement under Art 258 TFEU that puts at risk the legality and regularity of expenditure or the performance of operations.	<input type="checkbox"/>
We declare to be fully compliant with the eligibility criteria set out in the Call.	<input type="checkbox"/>
We declare to have the financial and operational capacity to implement the proposed project.	<input type="checkbox"/>
We confirm that we are 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 Programme to which this project relates. We 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 Managing Authority and as described in any manuals and guidance provided by the Managing Authority/other stakeholders, as applicable.	<input type="checkbox"/>



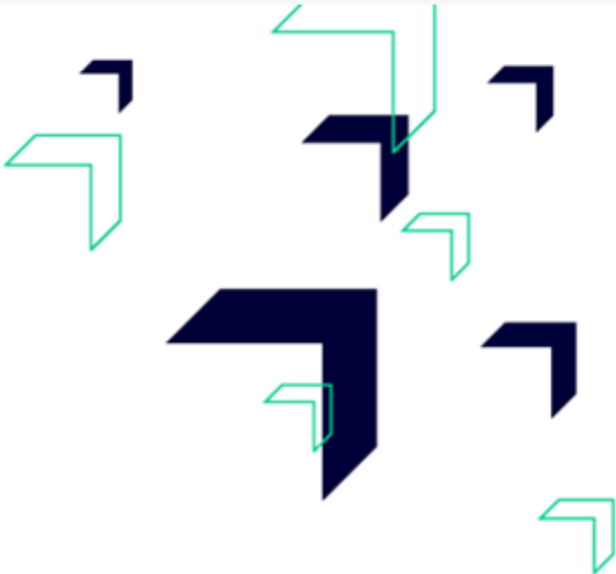
## Part B – Technical Description (27)

<p>We declare that this project and any of its components is not being supported through other community and/or EU Funding and that we will abide by the principle of good governance and the Public Contracts Regulation on matters related to procurement as applicable. We also declare that we will use fair, transparent, and competitive procedures in any employment contracts.</p>	<input type="checkbox"/>
<p>We declare that the Applicant and/or project partners are not in an exclusion situation in accordance with Art 136(1) and Art 141(1) of 2018/1046 Financial Regulation and CPR Art. 73 (2)(i).</p>	<input type="checkbox"/>
<p>We declare that the proposed project which falls under the scope of Directive 2011/92/EU of the European Parliament and of the Council are subject to an environmental impact assessment or a screening procedure and that the assessment of alternative solutions should have been taken in due account, on the basis of the requirements of that Directive, if applicable to the project.</p>	<input type="checkbox"/>
<p>We also declare that by submitting this application, we are hereby giving our consent for the publication of information related to the organisation and the project (including its budget) as required by the applicable EU Regulations.</p>	<input type="checkbox"/>
<p>We declare to abide to the durability clause enshrined in Art. 65 of Regulation (EU) 2021/1060. 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.</p>	<input type="checkbox"/>

## Part B – Technical Description (28)

<p>Having due regard to Recitals (6), (10), (60) and Articles 2(42), 9(4), 73(2j) of the Common Provision Regulation No 2021/1060, we acknowledge that in selecting operations, the Managing Authority shall ensure the climate proofing of investments in infrastructure which have an expected lifespan of at least 5 years. (If Applicable)</p> <p>Should the project be favourably assessed, it may be subjected to a detailed assessment drawing upon the guidance provided in Commission Notice “<i>Technical guidance on the climate proofing of infrastructure in the period 2021-2027 (2021/C 373/01)</i>”. Recommendations emerging from this assessment will be included as conditions for approval which will be thereafter reflected in the Grant Agreement to ensure climate proofing based on the pillars of climate neutrality and climate resilience. (If Applicable)</p>	<input type="checkbox"/>
<p>We agree to allow the Managing Authority to access all data necessary to be able to carry out its duties in line with Regulation (EU) 2021/1060. Personal data transmitted to the Managing Authority and any other stakeholders within the scope of implementation, monitoring, evaluation and visibility/communication requirements for projects being co-financed by the respective EU fund is processed, in accordance with the General Data Protection Regulation (EU) 2016/679 and any subsequent amendments.</p>	<input type="checkbox"/>
<p>We declare: (a) full awareness of the “Do No Significant Harm (DNSH)” principle and the DNSH actions defined in the Programme and (b) all proposed actions/activities will be adhered to this principle and applicable EU and national law at every stage of the project implementation, including through the necessary mitigation efforts, where applicable.</p>	<input type="checkbox"/>

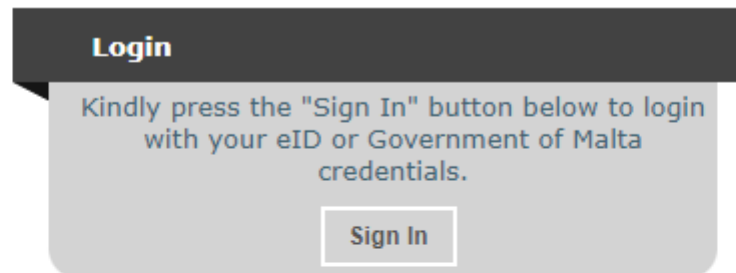
# SFD Submission Screen



Co-funded by  
the European Union

# Submission of Application (1)

- To submit an application, you must go on the SFD website <https://sfd.gov.mt/Application/Dashboard.aspx>
- The link below will take you directly to a Step-by-Step guide to register for an account - <https://fondi.eu/wp-content/uploads/2023/05/Circular-002-2023-Annex-1-Sign-In-Procedure.pdf>.



Welcome to the portal used for the application for EU funded projects in Malta.

As of 16th May 2023, sign in is with eID, CORP and iLearn. A user guide is available at [this link](#).

Previously created active accounts will need to link their account following the first sign in. This is a one-time task.

# Submission of Application (2)

- The list of open calls is displayed hereunder. Please select "New Application" next to the open call to initiate the application process within the call.



The list of open calls is displayed hereunder. Please select "New Application" next to the open call to initiate the application process within the call.

Open calls	Programme	Start Date	End Date	
Call 2.3 - ESO4.1- Access to employment and activation measure for all	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	27/09/2023 08:00:00	31/01/2024 12:00:00	New Application
Call 2.1 - ESO4.6-Quality and inclusive education and training systems	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	27/09/2023 08:00:00	31/10/2023 12:00:00	New Application
Call 2.2 - ESO4.7-Lifelong learning and career transition	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	27/09/2023 08:00:00	31/10/2023 12:00:00	New Application

# Submission of Application (3)

- Select the Priority listed and fill in the 'Project Title' and the 'Project Summary'. Then click 'Create'.



The screenshot shows a web interface for the 'STRUCTURAL FUNDS APPLICATION FORM'. The header features a blue banner with the text 'STRUCTURAL FUNDS APPLICATION FORM' and a background image of the European Union flag. Below the banner is a dark blue navigation bar with a home icon and a user profile icon. The main content area has a blue header 'Select a Priority Axis' and a list of priority axes. The first option, '01 - Enhancing Employability and Labour Market Resilience', is selected with a radio button. Below this are two input fields: 'Project Title' and 'Project Summary'. A 'Create' button is located in the bottom right corner of the form area.

**STRUCTURAL FUNDS APPLICATION FORM**

Select a Priority Axis

01 - Enhancing Employability and Labour Market Resilience

Project Title

Project Summary

Create

# Submission of Application (4)

- Fill in the '**Start Date**' and the '**End Date**' of the project.
- Start date should not be before 1<sup>st</sup> January 2021.
- End date should not be after 31<sup>st</sup> December 2029.
- Fill in the '**Grant Requested**' and click 'Save'.

**1 - Project Details**

2 - Project Intervention Logic

3 - Checklist of Attachments

### 1.1 - Executive Summary

**Executive Summary – Executive Summary**

Call	Call 2.3	
Priority	01 Enhancing Employability and Labour Market Resilience	
Project Title	Project Title	
Project Summary	<input type="text" value="Project Summary"/>	
Start Date	<input type="text"/>	End Date <input type="text"/>
<b>Grant Requested</b>	<b>Amount of Public Funding needed for the Project</b> <input type="text" value="0.00"/>	

Save

Print

Validate

Submit

Delete

# Submission of Application (5)



- Go on Point 2 (Left Side of the page)
- Tick the 'Specific Objectives', 'Actions' and 'Expected Results'.

- 1 - Project Details
- 2 - Project Intervention Logic**
- 3 - Checklist of Attachments

## 2.1 - Project overview

**Specific Objectives**

	Specific Objectives
<input checked="" type="checkbox"/>	Access to employment and activation measures for all

**Actions**

	Actions
<input type="checkbox"/>	Training for Employment Initiative
<input type="checkbox"/>	Work Programme Initiative
<input type="checkbox"/>	Youth Guarantee

**Expected Results**

	Expected Results
<input type="checkbox"/>	Increasing employment rates, including for older workers, women, and youth
<input type="checkbox"/>	Increasing the number of individuals with skills related to the digital and green transformation of the labour market

Save

Print

Validate

Submit



# Submission of Application (6)



- Fill in the 'Output Indicators' and 'Result Indicators' and click 'Save'.

**Output Indicators**

Output Indicators	Completion of Operation		
	Malta	Gozo	Total
ESO4.1 - EECO01 - Total number of participants	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - EECO02 - Unemployed, incl. long-term unemployed	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - EECO04 - Inactive	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - PSO01 - Total number of participants below 30 years of age	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Result Indicators**

Result Indicators	Malta	Gozo	Total
ESO4.1 - EECR01 - Participants engaged in job searching upon leaving	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - EECR03 - Participants gaining a qualification upon leaving	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - EECR05 - Participants in employment six months after leaving	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESO4.1 - PSR01 - Participants gaining a certification upon leaving	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

Print

Validate

Submit

Delete

# Submission of Application (7)

- Fill in the 'Organisation Details' and click 'Save'.

**Organisation Details**

Name of organisation	<input type="text"/>
Head of organisation	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Vat Number (if any)	<input type="text"/>
Type of Organisation	Select an Option ▼
Legal Status	Select an Option ▼
Entity Classification	Select an Option ▼
Project Leader	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>
Contact Person	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>

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

Save

Print

Validate

Submit

Delete

# Submission of Application (8)



- Go on Point 3 (Left Side of the page)
- Upload a signed PDF version of the application form in the first section.
- Upload a Word Document version of the application form in the second section.
- You may also add any other supporting document which is relevant to the application and then click 'Save'.

1 - Project Details

2 - Project Intervention Logic

**3 - Checklist of Attachments**

### 3.1 - Checklist of Attachments

**Documents Checklist**

Document	Uploaded File				
Duly completed signed scanned copy of application		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Copy in Word format of the full application form, including all annexes.		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>

# Submission of Application (9)



- Once you are ready to submit the application, please click 'Validate'. This will tell you whether everything was submitted accordingly. Amendments will still be allowed after this step.
- Finally click on 'Submit', to submit you application. No amendments will be allowed after an application is submitted.
- To confirm that the application has been created, you may go on the 'Home' icon and find the list of applications which you have drafted/finalised at the bottom of the page.

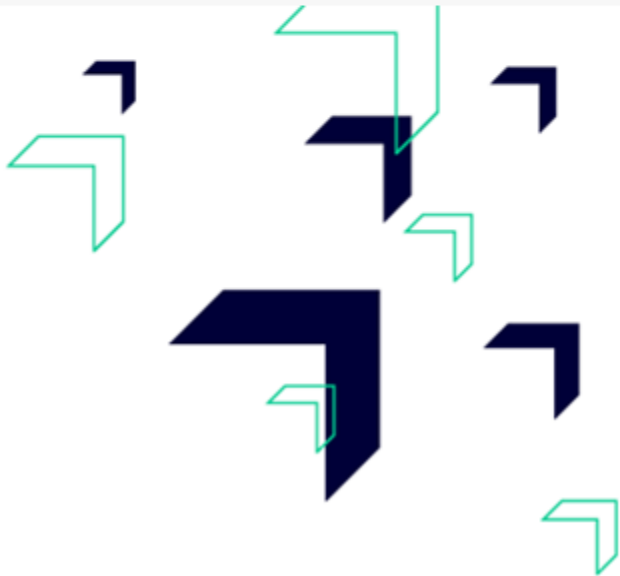
Your draft / finalised application forms are listed hereunder.

Call	Programme	Project	Reference	Confirmed	
Call 2.3 - ESO4.1- Access to employment and activation measure for all	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	Project Title		NO	<a href="#">View</a>

## Contact Details

Secretariat to the Project Selection Committee,  
Planning and Priorities Co-ordination Division,  
The Oaks Business Centre, Block B,  
Triq Farsons, Malta  
Tel: + 356 25552690  
Email: [fondi.eu@gov.mt](mailto:fondi.eu@gov.mt)  
Website: <https://fondi.eu/>

Thank you !



Co-funded by  
the European Union