

# Digitalise your Business

## Practical Implementation Guide

*This guide is intended to provide a quick overview of the key implementation requirements of a project. The full requirements of the scheme are detailed in the Guidance Notes available on [www.fondi.eu](http://www.fondi.eu)*

Projects should be concluded **within 24 months** from the starting date set in the Grant Agreement and by such date, the Beneficiary must ensure the following:

- The Investment has been procured, delivered, and is fully operational
- All expenditure has been incurred, invoiced, and fully paid
- All relevant licenses are in place

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

### Procurement

With the application, for expenditure including Digital Solutions and/or Subscription-based Software, you would have submitted either of the following 2 options:

<b>Option 1</b>	Investment Proposal identifying the preferred solutions
<b>Option 2</b>	Set of Minimum Technical Specifications; and At least 3 comparable and valid quotations for each sub-activity

Upon the signature of the agreement, the procurement process can commence. All minor changes require the approval of the Measures and Support Division. Reimbursement will be pegged to the amount of the cheapest quotation provided and accepted or the invoice amount whichever is the lowest.

Item of expenditure	Procedure to be applied
Items under the activity <b>e-Commerce</b>	For expenditure under the e-Commerce activity <b>shall be procured from an external and unrelated e-Commerce Service Provider, registered with the Measures and Support Division.</b>
Items under the activity <b>Digital Solutions</b>	For expenditure of the <b>Digital Solutions</b> beneficiaries shall procure from the preferred solutions identified in the <i>Investment Proposal</i> or from one of the submitted quotations in <i>Option 2</i> .
Purchasing of <b>Subscription-based Software</b>	For expenditure of subscription-based Software beneficiaries shall procure from the preferred solutions identified in the <i>Investment Proposal</i> or from one of the submitted quotations in <i>Option 2</i> and the cost of a 2-year subscription will be considered as the eligible cost item.

### Publicity

As a beneficiary of EU funds, you are responsible for ensuring proper visibility of the interventions assisted through this Grant Scheme. Permanent commemorative plaques, in line with the requirements set out in the Guidance Notes, shall be installed, within 1 month from the completion of the investment as follows:

- In a prominent site within the premises that is accessible to the general public, such as reception area

- In any section/area where any financed investment is located and/or affixed to the financed investment in case this is mobile.

In the case of purchasing of hardware, the Beneficiary might decide to affix a sticker to the procured investment. Also, in the case of purchasing of software, a sticker may be affixed to the hardware on which the procured software is installed on. The beneficiary is to liaise with the Measures and Support Division whether the stickers shall replace the commemorative publicity.

### **Claim for Reimbursement**

Beneficiaries may present a claim/s for reimbursement upon completion of the project or of any of the activities (e-Commerce Website or Digital Solutions) identified in the *Priorities and Milestones of Planned Digitalisation Investment* and as accepted in the Grant Agreement.

Claim/s for reimbursement shall be submitted together with a Progress Report or Final Report (as applicable), to the Measures and Support Division once the Beneficiary has effectively reached the set milestone. This claim for reimbursement will include 100% of the eligible expenditure for the chosen cost categories outlined in the Grant Agreement.

In the cases of more than one (1) claim for reimbursement, the 7% Flat Rate for Indirect Cost shall be reimbursed with the final claim for reimbursement.

For sub-activities under any sub-category the claim for reimbursement shall be accompanied by the following documents, together with the specific ones for each sub-category underneath:

- Claim for Reimbursement
- Checklist Annexed to Claim for Reimbursement
- Progress/Final Implementation Report
- Beneficiary Financial Identification Form (*only to be submitted with the first claim for reimbursement, as long as same account details are retained*)
- Supplier Detail Form (*in those cases where bank account details of supplier are not included in the invoice*)
- Copy of Inventory (*as per provided template*)
- Copy of Separate Ledger Account or Record showing full details of expenditure
- Copy of warranties (*if applicable*)
- Photographic Evidence (*of procured items; serial numbers and publicity*)
- Compliance Certificate/s issued by the Commissioner for Revenue (CfR) covering Income Tax, VAT and Final Settlement and of Social Security Contributions Compliance Certificates **issued not earlier than one month from the date** when respective claim for reimbursement is presented to the Measures and Support Division.
- Statement signed by Authorized Representative *specifying the following:*
  - (i) The expenditure to implement the action was actually incurred by the Undertaking and was not reimbursed or may be recoverable through other sources;
  - (ii) The expenditure satisfies the conditions that are outlined in the Grant Agreement;
  - (iii) The output (investment) is in place and set in operation within the duration of the project period being the timeline outlined in the Grant Agreement;
  - (iv) The Beneficiary has ensured that any rules governing accumulation of aid have been respected.

### **Items under the activity e-Commerce Website**

The following documents are to be kept and presented with the claim for reimbursement, together with those identified above:

- Copy of Project Completion Report (to be signed and dated by Service Provider)
- Declaration of Unrelation Form as per Annex VII (signed and dated by Service Provider)
- e-Commerce website screenshots showing required EU funds publicity

### **Items under the activity Digital Solutions**

The following documents are to be kept and presented with the claim for reimbursement, together with those identified above:

- Copy of Invoice
- Copy of Agreement/email confirming purchase with Supplier
- Copy of Fiscal Receipt (where a tax invoice is not provided)
- Copy of Proof of Payment (Copy of bank transfer payment/bank cheque encashment image)
- Copy of Bank Statement identifying the transaction/s **certified by a Certified Public Accountant**

### **Purchasing of Subscription-based Software**

The purchasing of subscription-based Software shall be procured in line **with the above procurement guidelines** and the cost of a 2-year subscription will be considered as the eligible cost item.

- Declaration from the supplier/service provider indicating the following:
  - Date of Purchase and/or installation
  - Details confirming the type and version of the Software
  - Details of the location, including hardware serial numbers, where the software is installed
  - Terms of Licence
  - Pricing Plan (*reimbursement to be capped to the cheapest price option*)

The Measures and Support Division may request further documentation where and as necessary and the reimbursement request will only be processed once this Division is satisfied that the proposed investment has been carried out, is operational, and is in line with the GA and pertinent regulations, rules, and guidelines.

#### **Measures and Support Division**

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