



GOVERNMENT  
OF MALTA



FONDI.eu

# Digitalise your Business

## User Guide to the Application Form

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### **How to best make use of this User Guide**

This User Guide is meant to support applicants as follows:

- The application is online and therefore to fill in and submit an application one needs a User Account.
  - If you already have this User Account, proceed with the application.
  - If not, go to [Tutorial: Application Portal Sign In Procedure](#) to seek guidance how to register your User Account.

- **Project Title** - The first step when compiling an application is to insert a **Project Title** and a **Project Summary**. Once these are inserted, the user is required to click the '*Create*' button.

Note that once the '*Create*' button is clicked the Project Title cannot be amended. It is suggested that the project title is kept concise and clearly describes the investment project. Meanwhile, the Project Summary can be amended later in the Executive Summary.

- The application is presented in five sections (Section 1 to 5) and each respective section is supported with relevant tips and information how to fill the data. For easier reference, the tips and information are provided in boxes with a grey background.
- Annex I to Annex III provide other information needed to support the application.
- Should ICT technical support be required, kindly contact the Measures and Support Division on 2555 2642 or [msd.eufunds@gov.mt](mailto:msd.eufunds@gov.mt).

## Section 1 – Executive Summary

### 1.1 – Executive Summary

Call					
Scheme					
Priority					
Specific Objective					
Project Title					
Project Summary					
Start Date		End Date			
<b>Grant Requested</b>					
Amount of public funding needed for the project		€			
<b>Total Financial Plan</b>					
Eligible	€	VAT Eligible		Total Eligible	€
Non Eligible	€	VAT Non Eligible	€	Total Non Eligible	€
				Total	€
<b>Total Gozo Contribution Financial Plan</b>					
Eligible	€	VAT Eligible		Total Eligible	€
Non Eligible	€	VAT Non Eligible	€	Total Non Eligible	€
				Total	€

Users are to note that all the fields in the Executive Summary are filled in automatically from the respective section and no information needs to be inserted by the applicant.

## Section 2 – The Applicant

### 2.1 - Applicant Details

Legal Name of Applicant	
Authorized Representative	
ID No.	
e-Mail Address	
Legal Form of Enterprise	<i>(Choose option)</i> Limited Liability Company Partnership Self-Employed Co-operative Society Other
Registration/Identification Number	
Date Established	
Registered Address	
Post Code	
Phone Number	
VAT Number	
Website Address	
Project Manager	
Position within Enterprise	
Phone Number	
e-Mail Address	

The data fields in the section 'Applicant Details' are to be filled in by the user as follows:

**Legal Name of Applicant –**

- Limited Liability Company – Name as defined in the Memorandum of Articles of Association;
- Partnerships and Co-operatives - Name outlined in the Deed of Partnership; and
- Sole trader/Self-employed persons - Name of same self-employed person.

**Authorised Representative –** The Authorised Representative is an individual appointed by the applicant Undertaking to enter into agreements on its behalf as outlined in the Memorandum of Articles of Association or pursuant to a Declaration of the Board of Directors. In case where the Authorised Representative is not the person identified in the latest Memorandum of Articles of Association deposited with the Registrar of Companies and is nominated through a declaration, a copy of this Declaration is to be uploaded in **Section 7.1 of the Application Form**. In the case of Sole traders/Self-employed, this should be the name of the same self-employed person.

**ID number –** The identification number of the Authorised Representative is to be inserted. Do not include any characters other than **Numbers and one letter**.

**e-mail Address –** The e-mail address of the Authorised Representative is to be included.

**Legal Form of the Enterprise –** The user is to choose one of the options provided in the drop-down menu. If the user chooses '**Other**', then the Legal Form of the enterprise is to be specified in the respective field.

**Registration/Identification Number –** The Registration/Identification Number is the official registration number of the company or partnership in terms of the Companies Act, Chapter 386 of the Laws of Malta or the respective legal framework under which the applicant enterprise is registered. In those instances where the Applicant is not registered under Chapter 386 of the Laws of Malta, the user is to upload the legal document constituting the Enterprise under **Section 7.1 of the Application Form**. **Sole Traders/Self Employed** should enter their Identity Card Number.

**Date Established –** The user is to select the date from the dropdown calendar. The Date of Establishment of the enterprise may be one of the following:

- a) for limited liability companies, the Establishment Date shall be the date of registration with the MBR;
- b) in the case of self-employed, shall be considered to be the date the person registered as a self-employed person with JobsPlus;
- c) in the case of partnerships, the establishment date shall be considered to be the date of the deed establishing the partnership;
- d) in the case of associations, the date of the Statute establishing the association.
- e) In the case of co-operatives, the establishment date shall be considered as the date of the registration of the co-operative with the Co-operatives Board.
- f) In the case of others, the establishment date shall be considered as the date of registration of the organisation in terms of the applicable law of its establishment.

**Registered Address –** The user is to insert the registered address of the enterprise.

**Post Code –** Insert the respective Post Code.

**Phone Number –** Insert the phone number of the enterprise.

**VAT number –** Insert the VAT number of the enterprise.

**Website address –** Insert the website address of the enterprise. In case the enterprise **does not** have a website, kindly input 'Not Applicable' in the field.

**Project Manager** – The Project Manager is the person responsible for the implementation of the investment project. Only **ONE** Project Manager can be responsible for the investment project at any one time, even if the investment project is composed of different activities.

**Position within Enterprise** – The user must provide the Project Manager’s position within the enterprise. In case the Project Manager is someone external to the applicant enterprise, then this is to be specified accordingly.

**Phone number** – Enter the contact number of the Project Manager.

**E-mail address** – Enter the e-mail address of the Project Manager.

#### **Confirmation by Applicant**

**Users are to note that when Section 2.1 is filled with the relevant details and validated, a notification email shall be sent to the Applicant to confirm the application. Unless the Applicant confirms the application, the system will not enable submission of the application.**

#### **Size of Undertaking**

In line with the provisions of Annex I Commission Regulation (EC) No 651/2014 of 17 June 2014, the composition of the Undertaking is to be identified.

**List all enterprises which are linked to the applicant Undertaking as at date of application.**

**Linked enterprises** are enterprises which have any of the following relationships with each other:

- (a) an enterprise has a majority of the shareholders’ or members’ voting rights in another enterprise;
- (b) an enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- (c) an enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- (d) an enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders’ or members’ voting rights in that enterprise.

Enterprises having any of the relationships described in a) to d) above through one or more other enterprises, or any one of the investors mentioned under Partner Enterprise, are also considered to be linked.

Enterprises which have one or other of such relationships through a natural person or group of natural persons acting jointly are also considered linked enterprises if they engage in their activity or in part of their activity in the same relevant market or in adjacent markets.

Enterprise Name	Registration Number

List all enterprises which are partnered to the applicant Undertaking as at date of application.

**Partner enterprises** are enterprises that do not fall within the definition of linked enterprises (see above) but which hold, either solely or jointly with one or more linked enterprises 25% or more (up to 50%) of the capital or voting rights of another enterprise.

Enterprise Name	Registration Number	Shareholding %

In line with the provisions of the above quoted EC Regulation, the Undertaking is:

- **Micro**
- **Small**
- **Medium – sized**
- **Large**

If the Applicant is not registered under Chapter 386 of the Laws of Malta, please upload the legal document constituting the Enterprise under the section Checklist of Attachments as applicable.

The Applicant needs to indicate the **Size of Undertaking**. The Size of the Undertaking is based on Annex I Commission Regulation (EC) No 651/2014 of 17 June 2014. The regulation can be found [here](#). For more detailed information, one may access the online ‘**User guide to the SME definition**’ from [here](#).

Basing on the afore-mentioned regulation, users are to identify their Linked and Partner enterprises by filling in the details of each respective Linked or Partner enterprise.

- For Linked Enterprises fill in the Enterprise Name and the Registration Number (e.g. C99999);
- For Partner Enterprises fill in the Enterprise Name, the Registration Number and the Shareholding % (e.g. 25%).

If any of the Linked and Partner enterprises is represented by either a Trustee or Fiduciary, a declaration by each Trustee or Fiduciary is to be uploaded in **Section 7.1 of the Application Form**. Any Linked and Partner enterprises listed in the declarations provided by the Trustee or Fiduciary are to be listed together with the other Linked and Partner Enterprises. Should one need more space where to add any Linked and/or Partner enterprises one can do so by clicking on the ‘Add another enterprise’ button under the respective tables.

In case an Applicant is an Autonomous Undertaking, the user is to insert the words ‘Not Applicable’ in the first row of the respective tables and a ‘0’ under the column ‘Shareholding %’. This will enable the proper saving and validating of data.

Then determine the size of the Undertaking by calculating the Headcount, Turnover and Balance Sheet Total of the Applicant enterprise. Follow the steps explained in the ‘**User guide to the SME definition**’.



The table below also acts as a guideline on how the Undertaking size can be determined.

Company category	Staff headcount	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

Large Enterprise is an Undertaking not fulfilling the criteria laid above, that is with staff headcount exceeding 250; turnover exceeding €50m or Balance Sheet exceeding €43m.

The user is to then select **Micro Enterprise, Small Enterprise, Medium-sized or Large Enterprise** from the drop-down menu to specify the size of the Undertaking.

Following the completion of this segment, the user must save the application form by clicking on the **'Save'** button found on the right-hand side of the screen in order to populate the drop-down function found in the next question.

**It is essential for all the fields in this section to be completed for the validation to go ahead.**

## 2.2 - Applicant's Core Business Activities

NACE Code	(E.g.) 26.70	Manufacture of optical instruments and photographic equipment
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**NACE Code** – The user is to insert the digits of the NACE code describing the commercial activity of the enterprise. Automatically, the respective description of the activity linked to the inserted NACE code will show in the space provided.

Applicants are to note that the NACE classification of an enterprise is usually available in the VAT Information Sheet received together with the VAT Certificate issued by the Commissioner for Revenue. In this regard, enterprises are to ensure that the NACE Code in this VAT Information Sheet truly reflects their actual primary economic activity.

In those cases where applicants do not have such document, they may seek guidance from the Business Register at the National Statistics Office (NSO) through <https://nso.gov.mt/nsos-business-register/>.

As evidence of the applicant enterprise's NACE Code, one is to submit either a copy of the VAT Information Sheet or a copy of the communication between the applicant and NSO in Section 7.1 of the application form as Supporting Documents.

Please provide an outline of the Applicant's core business activities.

In this section, the Applicant is requested to provide a background of the enterprise and a short overview of what it does. (Max 5,000 characters)

### 2.3 - Past Experience in EU Funded Projects

Do the Applicant company, Undertaking or Directors have any previous experience in the implementation of projects co-financed through structural funds or other EU Programmes?

- YES
- NO

In the box below, please explain your above reply.

In this section, the Applicant is to indicate if the Applicant company, Undertaking or Directors have any previous experience in the implementation of projects co-financed through structural funds or other EU Programmes. Applicants are asked to indicate if the answer is 'yes' or 'no' and to provide an explanation of the experience of the organisation in handling EU funded projects of similar magnitude, budget or nature. The user is to provide all relevant details.

## Section 3 – The Investment

### 3.1 – Project Details

Investment	Investment grants to intensify the digitalisation of the private sector.
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Kindly provide the address where the proposed project will be implemented.	
Address	
Post Code	
Region	<input type="radio"/> Malta <input type="radio"/> Gozo
Locality	Select an option

The user is required to specify the **address** where the proposed investment will take place. In this regard, the address and post code are to be inserted in their respective fields, whilst one option from ‘Malta’ or ‘Gozo’ is to be selected from the provided options. Identify the exact location of the project by choosing the specific locality from the dropdown menu titled ‘Locality’.

Kindly provide the address where the proposed project will take place:

Address	<input type="text"/>
Post Code	<input type="text"/>
Region	<input checked="" type="radio"/> Malta <input type="radio"/> Gozo
Locality	<input type="text" value="Select an Option"/>

#### 3.1.1 – Proposed Investment Initiative

***For all the following questions where applicant is required to fill in details (from 3.1.1 up to 3.5(b)), in case a business plan is provided with the application the Applicant does not need to fill in the same details again in each respective section, but instead indicate in which section of the business plan the required information can be found.***

Provide an overview of the investment being requested.

In this section, the Applicant is requested to provide a short overview of the planned investment for which funding is being requested under the scheme. (Max 5,000 characters)

What would the impact on the proposed investment be without the assistance being applied for through this scheme?

In this section, the Applicant is requested to provide a short overview on how the Applicant would be affected if the funding is not secured. The user may refer to examples such as, amongst others, the eventual delaying of the investment project by postponing activities to a later date or opting not to implement this action altogether. (Max 5,000 characters)

### 3.2 - Investment Excellence

Define the investment excellence by describing the proposed work, in terms of:

a. Identification of the current state of digitalisation in the enterprise.

Applicant should describe the state of digitalisation of the enterprise (or in specific areas relevant for the investments) based on a self-assessment. (Max 5,000 characters)

b. Explain the investment, listing all cost items or modules and indicate any milestones in order of priority.

Applicants should indicate the extent to which the enterprise wants to achieve and explain the need to transform and indicate the hardware, software and digital systems necessary for the successful implementation of the investment as per underneath:

- 1 List of all cost items or modules
- 2 Set Milestones of said list
- 3 Prioritize said milestones (Max 5,000 characters).

c. The level that the investment seeks to maximise the internationalisation of the Undertaking.

Applicant should describe the extent to which the project seeks to exploit the potential of internationalisation by optimising networking opportunities and securing or strengthening its presence in the global market. One is to highlight the state of preparedness of the Applicant to take up internationalisation initiatives. (Max 5,000 characters)

d. How will the project address any identified gaps within the enterprise and/or the specific sector the enterprise operates in

Applicants should indicate the extent to which the project will be addressing gaps within the applicant enterprise and/or the specific sector it operates in. The user should focus on the novelty of the concepts and new approaches to be introduced by the project, and how ambitious the proposed activities are in relation to tangible objectives. ***Factual and statistical evidence to back up the justification will render the application more robust.*** (Max 5,000 characters).

### 3.3 – Project Impact and Sustainability

Describe how this project will impact your enterprise in relation to each of the following:

a. The return on investment (ROI) and potential cost reductions. You are requested to provide the current turnover and costs, as well as the projected increase in turnover and projected costs as a result of the proposed project.

The application will be evaluated in terms of the project’s impact vis-à-vis the return on investment (ROI). This will be done by dividing the projected increase in turnover by the cost of the machinery. The application will also be evaluated on the potential cost reductions to the operations of the applicant by calculating the difference in the cost to sales ratio. (Max 5,000 characters)

b. The applicant’s plan to make the enterprise more sustainable, resilient and better prepared for the challenges ahead through this investment.

Applicant is to include details on the challenges faced by the enterprise. Applicants should take into account all the risks which have been considered and describe what measures will be set up following the investment to ensure that these risks are minimised in order to make the enterprise more sustainable, resilient and better prepared for the challenges ahead, through this investment. (Max 5,000 characters)

c. Contributions to Improvements in the Undertaking’s business model.

Enterprises are to identify the benefits of implementing the project and the efforts made to invest. Elaborate on how, as a result of the proposed project, the Undertaking will realise a more sustainable and resilient business model. This should include projected outcomes to achieve this business improvement. (Max 5,000 characters)

### 3.4 - Project Quality and Efficiency of Implementation

a. Outline the Management and Control systems in place including organisation’s structure and how these will support the Implementation of the proposed activities.

The Applicant should ideally provide an organigram or description of the organization’s structure. Identify the segregation of the level of management and control and include an overview of the expertise of the key personnel who will lead the project.

Provide information about any internal control standards and systems that are in place within the enterprise, and the methodologies to be adopted during the implementation of the proposed project.

Any quality standards, such as quality planning, quality control, quality assurance and quality improvement in relation to the proposed project, adopted by the applicant and provided in the application will also be considered.

Any documentation supporting the above, including any organigram, can be provided in [Section 7.1](#) of the Application Form. (Max 5,000 characters).

b. Describe the level of readiness and timeliness of the proposed project.

In this section provide details on the state of readiness to start the project, e.g., where Applicants have already assessed the options obtained.

Applicants are to:

- present a GANNT Chart/Implementation Schedule of the proposed actions;
- include an assessment of the potential implementation risks, the probability of these risks happening and the identification of measures to mitigate same risks;
- demonstrate the capacity to deliver the project and that they have a contingency plan to compensate for adverse effects on timetable, expenditure, and outputs.

Where assessment of the quotations obtained has been done or where required licences/permits are already in possession of applicant these should be provided.

All of this information and documents are to be uploaded in [Section 7.1](#) of the Application Form. (Max 5,000 characters).

c. Describe the allocation and capacity of the human resources towards the project.



Identify the level of capacity and resources that will be allocated to the implementation of the project. Reference should be made to both the human and operational resources that the Applicant has and how these will be used during project implementation.

The HR capacity, both internal and external, to implement the project should be outlined. One should 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. The roles and functions of any identified personnel must also be defined in relation to the proposed project. (Max 5,000 characters)

### 3.5 – Project Risk Assessment

a. Identify and describe any risks that might impact the implementation of the project and indicate the probability of these risks happening.

Indicate the identified risks, the level of risk the proposed project is exposed to and the probability of these risks happening. Applicants should consider the level of complexity that the project entails. For example, applicants should take into account whether any of the equipment/activities intended to be procured shall require customisation or whether these may be available off the shelf. The introduction of complex customized products/activities will raise the implementation risk. (Max 5,000 characters)

b. How do you intend to mitigate these risks?

Describe what measures will be set up to ensure that these identified risks are minimised. Demonstrate the capacity to deliver the project and indicate whether there is a contingency plan to compensate for adverse effects on timetable, expenditure and outputs. (Max 5,000 characters)

### 3.6 – Do No Significant Harm Principle

Confirm that the planned investment respect the conditions of the Do No Significant Harm (DNSH) principle in line with Article 17 of Regulation 2020/852.

For the scope undertaken under this scheme two of the six environmental objectives, being *climate change mitigation* and *circular economy*, have been identified that require a substantive assessment.

Projects that do not respect the above objectives will not be considered eligible. In this regard applicants are asked to confirm that the answer is ‘NO’, and to provide an explanation to this effect. Where necessary, applicants may also provide further analysis and/or supporting documents, in a targeted and limited manner, to further substantiate their replies to these questions.

*Climate change mitigation*: is the measure to lead to significant GHG emissions?

- NO
- YES

In the box below, please explain your above reply.

*The transition to a circular economy, including waste prevention and recycling*: Is the measure expected to lead to significant inefficiencies in the use of materials or in the direct or indirect use of natural resources; will it significantly increase waste; or, cause significant harm to the environment?

- NO
- YES

In the box below, please explain your above reply.

The assessment is to indicate if the project is expected to lead to significant GHG emissions and whether it is expected to lead to a significant increase in the generation, incineration or disposal of waste, with the exception of the incineration of non-recyclable hazardous waste; or lead to significant inefficiencies in the direct or indirect use of any natural resource at any stage of its life cycle, which are not minimised by adequate measures; or cause significant and long-term harm to the environment in respect to the circular economy

Applicants are asked to confirm that the answer is ‘NO’ and to provide a substantive explanation confirming adherence to climate change mitigation and that the company is contributing towards the transition to a circular economy including waste prevention and recycling.

Example:

Environmental Objective	Yes	No	Substantive explanation
<p>Climate Change mitigation:</p> <p>Is the measure expected to lead to significant GHG emissions?</p>		x	<p>Although the purchase of hardware and equipment will result in increased power consumption, this is minimised because the new system/equipment will be energy efficient. The new investment supported may be replacing less efficient assets with a view to reap operational efficiencies.</p> <p>Applicants will also be encouraged to incorporate possible greening and/or climate mitigation measures.</p> <p>Supporting documentation to sustain this can be provided in Section 7.</p>
<p>The circular economy, including waste prevention and recycling: Is the measure expected to lead to a significant inefficiencies in the use of materials or in the direct or indirect use of natural resources, or if it significantly increases the generation, incineration or disposal of waste, or if the long-term disposal of waste may cause significant and long-term environmental harm.</p>		x	<p>Investments are unlikely to result in significant waste generation. Digitalisation is aimed at enhancing operational efficiency and also reducing the use of paper. Beneficiaries will be required to dispose of hardware and equipment following specific procedures to ensure that reuse and recycling will be pursued as much as possible.</p> <p><u>Examples</u></p> <p>That resources procured are resource efficient and durable;</p> <p>Priority given to waste prevention where hardware is re-used;</p> <p>Disposal of replaced equipment should be in line with Subsidiary Legislation 549.89 titled Waste Management (Electrical and electronic equipment) regulations lays down measures to protect the environment and human health by preventing or reducing the adverse impacts of the generation and management of waste from electrical and electronic equipment (WEEE) and by reducing overall impacts of resource use and improving the efficiency of such use in accordance with regulation 2(2) and Schedule 5 of the Waste Regulations.</p> <p>Applicants may seek guidance from the Environment and Resources Authority on the appropriate disposal of WEEE products mentioned above.</p>

(Max 5,000 characters)

## Section 4 – Financial Plan

### 4.1 - Financial Plan

Activity	Sub-Activity	Total Eligible (€)	Total Non - Eligible (€)		
<b>Activities</b> <ul style="list-style-type: none"> <li>e-Commerce Website</li> <li>Digital Solutions</li> <li>7% Flat Rate – Indirect Costs</li> </ul>					
Sub-Activity					
Investment Priority (IP: 3d)	Investment grants to intensify the digitalisation of the private sector.				
Start Date					
End Date					
SCO	<ul style="list-style-type: none"> <li>7% flat rate to finance any indirect costs related to the investment</li> <li>Lump Sum</li> </ul>				
	Enter Value		Rate		
Describe					
Comments					
<b>Financial Plan</b>					
Elig.	€	VAT Elig.		Total Elig.	€
Non Elig.	€	VAT Non Elig.	€	Total Non Elig.	€
				Total	€
<b>Gozo Contribution Financial Plan</b>					
Elig.	€	VAT Elig.		Total Elig.	€
Non Elig.	€	VAT Non Elig.	€	Total Non Elig.	€
				Total	€

The investment project proposal must include a comprehensive budget breakdown. In this section, the user is to choose the activity e.g. *Digital Solutions*, insert a sub-activity in relation to the activity, and then for each respective sub-activity one is to insert a start date and end date, describe the sub-activity, insert any comments, and define the budget in the provided fields accordingly. The total costs of the investment will be automatically calculated through the summation of costs of all the Sub-activities inserted by the user. This is further explained field by field below.

#### **Digital Solutions**

The items identified under this sub-activity shall be any digital solutions including but not limited to hardware, software and cloud computing and should be defined in line with the applicable accounting standards and will need to be recorded in the fixed asset register accordingly. In those cases where there are various items under the digital solutions, these are to be included as different sub-activities under this activity. Any training costs limited to the use of the specific item acquired and included in the purchase price of the item in question, and thus from the same provider shall be included in the eligible cost.

#### **e-Commerce Website**

This sub-activity refers to the e-Commerce Website which is paid through a Lump Sum. The user is to tick the activity field e-Commerce website, and the tick box next to Lump sum. The amount of € 9,600 which is the amount related to the lump sum for the e-Commerce website will be showing.

#### **7% Flat Rate – Indirect Costs**

A 7% Flat Rate based on the total eligible cost of the other activities to be used for indirect costs. Once the first sub-activity under *Digital Solutions* is entered and saved, the 7% Flat Rate is automatically added to the financial plan and its value will update whenever a new sub-activity is entered.

#### **Investment Priority (IP)**

The Investment Priority (IP) that is set with the call and which is relevant to the investment will be included automatically with every Sub-activity listed.

#### **Start and End date**

The user is to insert the start and end date for the investment by choosing the dates from the automatic calendar that pops up when the field is clicked on.

In determining the earliest start date for activities, Applicants are to give due consideration to the fact that 'start of works' may not be initiated prior to the award of the grant, i.e. signing of the Grant Agreement. The signing of the Grant Agreement may only take place following the conclusion of the evaluation process of the applications received by the cut-off date. Operations should be concluded by 30<sup>th</sup> June 2026.

If an activity is saved to the financial plan with an incorrect date, the user should delete the activity from the financial plan and re-enter the activity with the correct data.

#### **SCO**

If the chosen activity is *e-Commerce Website* the option *Lump Sum* is to be chosen. In this case, two new tabs shall open. In the *Enter Value* the value **1** shall be inserted and in the *Rate* tab the amount of **€9,600** is to be chosen. If the chosen activity is *Digital Solutions*, the option *7% flat rate to finance any indirect costs related to the investment* is to be chosen.

**Justify SCO**

If the chosen activity is *e-Commerce Website* this section shall be filled by writing *e-Commerce Website*. If the chosen activity is *Digital Solutions* this section shall remain empty.

**Description of the Activity/sub-activity**

Describe the specific sub-activity and define the category of that item to ensure easier reference to supporting documents including the respective specifications and quotations provided.

**Comments**

If the Applicant does not have any comments, then 'Not Applicable' is to be inserted.

**Financial Plan**

Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>
Gozo Contribution Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>
Save Financial Plan		Remove Financial Plan		Clear	

In this section, the user should specify the costs (in EUR) in the fields provided. Users should note that the amounts entered should not contain any characters such as 'comma' but only figures, so that for example an amount of '€20,000' would be simply entered as '20000'.

The '**Eligible**' costs are to be inserted in the respective field. The VAT for both eligible and non-eligible costs is to be invariably inserted in the '**VAT Non Eligible**' field.

The '**Non Eligible**' costs indicated under this section need to reflect any expenditure (excluding VAT) related to that Sub-activity but which is ineligible for funding as specified in the scheme Guidance Notes.

The Gozo Contribution Financial Plan will be greyed out if the user did not provide an address in Gozo in Section 3.1 of this application. On the other hand, if an address in Gozo was provided, the user will need to fill out both the 'Total Financial Plan' section and the 'Gozo Financial Plan' section with the same information.

When all information has been inputted, click on the 'save' button at the bottom of the screen. Once the details have been saved, these will show up at the top part of the Financial Plan and additional Sub-activities can then be added by using the same process.

When adding activities to the financial plan, Applicants are to keep in mind that these should be itemized. Sub-Activities should not be batched together under one activity, instead the Applicant should create an Activity for every Sub-Activity that one intends to include in the financial plan.

## Section 5 - Additional Information

### 5.1 – Additional Information

Please provide any additional information relating to previous sections which you feel is relevant. Insert the information by using the section and sub-section reference number relevant to this call, for ease of reference.

--



## Section 6 – Declaration

### 6.1 – Declaration Form

I **declare** that the Undertaking is not subject to collective insolvency proceedings nor fulfil the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

I **declare** that the Undertaking is **not subject to an outstanding recovery** order following a commission declaring an aid granted by Malta illegal and incompatible with the internal market.

I **declare** that the Undertaking has not been approved or granted any public funding, and will not seek public funding through other National and/or European Union funded initiatives in relation to the activities for which assistance is being requested through this application. This includes schemes under NextGeneration EU, Cohesion Policy and any other European Union instruments or through any other form of Public Funding including schemes administered through National Funds. – **YES/NO** (*mark as applicable*)

I **declare** that the Undertaking has been approved or will seek public funding. (a copy of the documentation is attached with this declaration) – **YES/NO** (*mark as applicable*)

I **declare** that the *de minimis* declaration on the receipt of *de minimis* aid is updated and factual and is in line with Commission Regulation (EU) No 2023/2831 of 13 December 2023, and that the Undertaking shall ensure compliance with the rules on cumulation of aid in line with the said Regulation and State Aid Rules.

I **confirm** that the Undertaking is in compliance with applicable EU and national legislation and administrative requirements, including fulfilment of fiscal obligations and social security contributions.

I **declare** that no work has started on the action for which assistance for activities is being requested and work shall only be initiated following the date of the granting of the aid pursuant to the approval of this application and the eventual signing of the Grant Agreement.

I **declare** that the Undertaking will maintain operational the project in line with the respective regulations as outlined in the Guidance Notes for this scheme. I confirm that, to the best of my

knowledge, there are no obstacles in continuing the project or sustaining the benefits gained from the project following the end of the scheme.

I **declare** that appropriate acknowledgement to EU funding, proportional to the funds received, will be implemented.

I **understand** that any personal data submitted to the Measures and Support Division in relation to this application is processed, in accordance with the Provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and any amendments, by the Measures and Support Division and any other stakeholders and competent parties, authorized to implement, monitor, execute payment, control and audit the project/contract.

I **acknowledge** that a Grant Agreement will be signed on the basis of the information provided in this document and accept that the Measures and Support Division will conduct the necessary checks to confirm eligibility in line with the Grant Scheme and relevant Regulations including the composition and size of the Undertaking and reserves the right to revoke the grant in cases where variations detected result in the Undertaking becoming ineligible.

On behalf of the Undertaking, I **authorise** the Measures and Support Division to make enquiries with the Malta Association of Credit Management to carry out the necessary checks in line with the Regulations and Good Governance principles and to make enquiries with competent Authorities including but not limited to JobsPlus, to verify any information submitted in relation to this application and to conduct checks to establish the eligibility of this application.

On behalf of the Undertaking, I **acknowledge** that the Measures and Support Division reserves the right to refuse or withdraw an application by a potential applicant or beneficiary on the basis of actual, potential or perceived reputational harm and/or unwanted or unfavourable publicity to the Measures and Support Division, the Government of Malta and EU funds.

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 understand that should it result otherwise, the project application may be rejected or lead to an eventual recovery of funds subject to the applicable recovery rates as issued by the European Commission.

\_\_\_\_\_  
Authorised Representative of the Applicant  
(Name in Block Letters)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ID Number

**The declaration form is to be signed by the same Authorised Representative identified in Section 2.1 of this application.**

A soft copy of this declaration form is to be uploaded under **Section 7.1 of the Application Form**, whilst the **original** copy is to be filed for future reference.

If the information given in the application form is found to be false or deliberately misleading, any EU Funds awarded may be withdrawn and any funds paid may be recovered from the Undertaking.

In the part relating to *Double Funding*, the Applicant is to mark YES or NO to each of the options and in those cases where YES is marked to *the Undertaking has been approved or will seek public funding*, a copy of the documentation is to be uploaded with this declaration.

These two sections are mutually exclusive and cannot have the same reply.

## Section 7 – Checklist of Attachments

### 7.1 – Checklist of Attachments

Documents Checklist
Declaration Form*
<i>de Minimis</i> Declaration Form*
Compliance Certificate issued by the Commissioner for Revenue (CfR)*
NACE Code Confirmation*
Private Match Financing*
GANTT Chart or Implementation Schedule *
Investment Proposal or Technical Specifications and Quotations *
Declaration of Authorization**
Certificate of Registration**
Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise**
Audited Financial Statements and/or the Management Accounts**
Declaration by Trustees or Fiduciary**

\*These items are required

\*\*These items are to be uploaded only when necessary (*Please vide notes below to determine if necessary*)

#### List of required documents

- **Declaration Form** – as identified in [Section 6.1](#)
- **De Minimis Declaration** – as identified in [Annex I](#)
- **Compliance Certificate issued by the Commissioner for Revenue (CfR)** – Requests for the Compliance Certificates (Income tax, FSS and VAT) are to be addressed to the Office of the Commissioner for Revenue generic email - [certificates.cfr@gov.mt](mailto:certificates.cfr@gov.mt)  
*To note that in case of a self-employed taxpayer (with no employees), the Social Security Contributions Compliance Certificate is to be requested for the self-employed accordingly.*
- **NACE Code confirmation** – as identified in [Section 2.2](#)
- **Private Match Financing** – Provide documented evidence to prove that the applicant has available private funds, i.e. funds not originating from any source of public funding, to see through the project. This can be evidenced for example through:
  - *The provision of a Letter of Intent/Sanction Letter issued by a bank (identifying the amount of lending that the bank is willing to lend); or*

- *Bank Statements certified by a Certified Public Accountant showing that the enterprise has the necessary liquidity; or*
- *In the case that private sources such as crowd funding etc shall be used, documented evidence that such funds are readily available is to be submitted; or*
- *Any other documented evidence showing that the applicant has access to the necessary private funds.*

For 'Digital Solutions' activities the applicant is to provide either an

- **Investment Proposal –**

A detailed investment proposal that as a minimum, shall include the following:

- *Description of the needed investment*
- *Technical specifications for each specific investment;*
- *Description of what is available on the market;*
- *Identification of which suppliers offer the required investment and the price range for each investment;*
- *From the options considered, those that meet targets and requirements of the applicant should be identified.*

or

- **Technical Specifications and Quotations –**

- *The set of minimum technical specifications against which the quotations provided were sought. These should determine the minimum characteristics of the equipment, plant and machinery identified by the beneficiary, and that a supplier must provide. These should be clear, accurate and contain a description of the beneficiary's needs to enable the suppliers to provide the asset/s which meet those needs; and*
- *Submit at least 3 comparable and valid quotations in respect of each sub-activity in line with the set minimum technical specifications and obtained from three different external and unrelated suppliers to the applicant. Quotations not meeting the requested technical specifications may not be considered by the beneficiary.*

**List of documents to be uploaded where and as necessary:**

- **Declaration of Authorization –**

The Declaration of Authorization is to be uploaded in those cases where it is applicable. Where the Memorandum of Articles of Association identify the Authorised Representative and are available at the MBR or the Malta Co-Operative Federation or where the Applicant Undertaking is a Self Employed, no declaration of Authorization is required.

- **Certificate of Registration –**

The Certificate of Registration is to be uploaded in those cases where it is applicable. For a Sole Trader/Self Employed this does not apply.

- **Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise –**

In those cases where the latest copy of these documents is not deposited with the Malta Business Registry (MBR) or the Malta Co-Operative Federation, or the case that the applicant is not a registered company or co-operative, a copy is to be uploaded with the application form.

- **Declaration by Trustee or Fiduciary –** as identified in [Annex II](#)

- **Additional Supporting Documentation**

- **Audited Financial Statements and/or the Management Accounts –**

Applicants are to provide a copy of the **Audited Financial Statements and/or the Management Accounts** dated within the two financial years prior to the year of submission of the application for the applicant enterprise and all the linked and partner enterprises, in line with MBR obligations of registered companies found [here](#). No documents would need

to be submitted if a copy of these documents as outlined hereunder is already deposited with the Malta Business Registry (MBR) or the Malta Co-Operative Federation.

- *In the case of linked and partner enterprises without a legal obligation to prepare financial statements the Management Accounts (Profit & Loss Statements/Income Statement and Balance Sheet/Statement of Assets and Liabilities) certified by a CPA is to be provided.*
- *In the case of a Sole Trader/self-employed, a copy of the Income Tax Return dated within the two financial years prior to the date of submission of the application together with a Profit and Loss Statement certified by a Certified Public Accountant.*
- *In the case of a Start-up established not over 2 years from the date of application (including Sole Trader/self-employed) not having the above documentation, a Profit & Loss Account/Income Statement, Cash Flow Projections and a Balance Sheet/Statement of Assets and Liabilities certified by a CPA is to be provided.*

Where these Financial Statements are not available on the Malta Business Registry (MBR) or the Malta Co-Operative Federation, accounts are to be uploaded through this section.

Failure to provide the relevant document from the above list for an enterprise within the undertaking shall lead to the undertaking automatically being considered as a large enterprise.

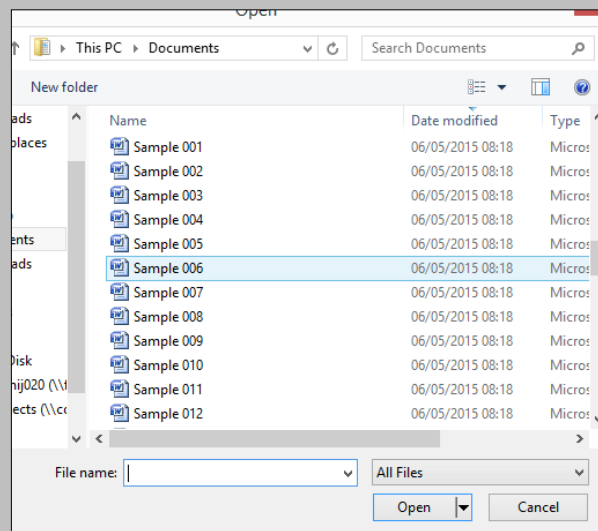
The accounts files for the Applicant are to be uploaded as **Audited Financial Statements and/or the Management Accounts** and any other documents are to be uploaded as **Additional Documents**. One should note that each annual accounts should be saved in one *.pdf* document or in a *zip* file.

It is the responsibility of the Applicant to ensure that **all** the necessary documents are included under this Section. For ease of reference a checklist has been provided in the application form.

After accessing the relevant uploading Section, titled 'Checklist of Attachments', the application form displays an information table containing details of the type of **document**, the name of the **uploaded file**, a '**Choose File**' button, a '**View**' button and a '**Remove**' Button.

**When uploading files, Applicants need to ensure that no commas (,) are in the file name.**

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

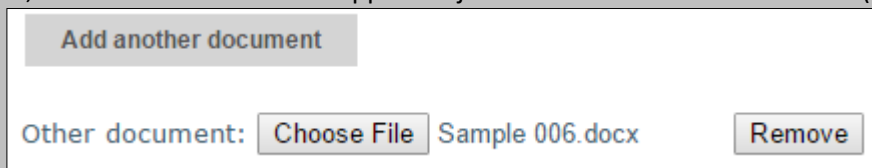


When the file is chosen (and the User clicks on 'Open') the system returns to the uploading screen. It is important to point out that at this stage the file is still not uploaded in the system. In order to upload the file in the system the User will need to click on the '**Save**' Button (on the right of the screen).

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 beneath the previously mentioned information table. On clicking such button the User will be prompted to choose a document to be uploaded.

Once selected, the document name will appear adjacent to the 'Choose File' button (as shown).



The screenshot shows a user interface for adding documents. At the top, there is a button labeled "Add another document". Below this, there is a row representing a document entry. It starts with the text "Other document:", followed by a "Choose File" button, the filename "Sample 006.docx", and a "Remove" button.

At this stage the document is not actually uploaded to the system. This will take place only when the 'Save' button is selected. Before the application form is saved, the User can click on the 'Remove' button and the selected file will be 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 the correct document to be uploaded has been selected, the applicant may proceed with saving the application form (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 that can be uploaded in the system.

Once the application is fully validated, one may submit the application. Once an application is submitted an email will be received with the application number. This is to be retained by the Applicant together with the original Declaration Form and a copy of the Application for future reference.

## Annex I – de Minimis Aid

The aid under this scheme is granted as *de minimis* aid in line with Commission Regulation (EU) No 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (the *de minimis* Regulation), a single Undertaking may not receive more than €300,000 in *de minimis* aid from any public funding (EU Funds and/or any national funds) over a rolling period of three years.

Before filling in this application, applicants should first determine the amount of *de minimis* aid that the Undertaking has received / applied for in the reference period, in the **de minimis Declaration Form** which can be downloaded from <https://fondi.eu/business-enhance/resources/general-documents/>

In determining the amount of *de minimis* aid received by the Undertaking during the applicable reference period, the Applicant must take into consideration the following:

- The total *de minimis* aid approved and received by the enterprises making up the single Undertaking;
- Any state aid being applied for and / or *de minimis* aid pending approval;
- The amount of state aid applied for in the application being submitted under this Grant Scheme.

**Single Undertaking** includes, all enterprises having at least one of the following relationships with each other:

- a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- c) one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- d) one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) through one or more other enterprises shall also be considered to be a single Undertaking.

Any *de minimis* aid received would have been notified to the Undertaking by the grantor in writing. In this regard, applicants are to upload a signed copy of the **de minimis Declaration Form**.

It is the responsibility of the Applicant to ensure that this declaration is correct and complete. Should it result otherwise, the application may be rejected or lead to an eventual recovery of funds subject to the applicable recovery rates as issued by the European Commission.



### How to Fill the de *Minimis* Declaration Form

The applicant is to choose the scheme from the drop-down menu on top.

The Applicant is to calculate the amount of de minimis aid received to date by filling in Sections 1, 2 and 3 of this declaration form.

#### Section 1

In Section 1 the Applicant is to give a detailed account of the funds received by the applicant enterprise, partner enterprises and linked enterprises under the *de minimis* regulation. A more detailed explanation on how to determine Linked and Partner enterprises can be found in the ‘User Guide to the SME definition’ booklet.

Applicants need to fill in the following details:

**Date:** The date the funding was received by the beneficiary.

**Source/Grantor:** The department, division or agency that was overseeing the scheme.

**Type of State Aid (Measure Name):** The title of the Scheme under which the funding was granted.

**Awarded to:** The name of the beneficiary Undertaking that the grant was awarded to.

**Amount in €:** The amount of funds awarded under the Scheme.

**SECTION 1 - DE MINIMIS STATE AID AWARDED**

Date	Source/Grantor	Type of State Aid (Measure Name)	Awarded to	Amount in €
<b>TOTAL:</b>			A1	€ -

#### Section 2

In Section 2 Applicants are to give a detailed account of Funding applied for under the *de minimis* regulation that is still pending on approval.

**Date:** The date that the Applicant applied for the funding.

**Source/Grantor:** The department, division or agency overseeing the scheme.

**Type of State Aid (Measure Name):** The title of the Scheme under which the application for funding was submitted.

**Awarded to:** The name of the beneficiary Undertaking that the grant was applied for under.

**Amount in €:** The amount of funds that the Undertaking had applied for.

**SECTION 2 - DE MINIMIS STATE AID PENDING FOR APPROVAL**

Date	Source/Grantor	Type of State Aid (Measure Name)	Awarded to	Amount in €
<b>TOTAL:</b>			A2	€ -

**Section 3**

In Section 3 the Applicant is to input the Amount that will be claimed in the application that is to be submitted.

The amount of funds received previously, the amount of funds that are awaiting approval, and the funds being applied for will be summed up automatically at the bottom of the form.

If the beneficiary Undertaking has not received any funding under the *de minimis* regulation, Applicants are to leave sections 1 and 2 empty and need only fill in section 3.

Once these sections have been completed, the Applicant is to then complete the declaration (see below) by specifying the amounts of *de minimis* aid that the **Single Undertaking** has received during the current fiscal year and the two fiscal years preceding the application. These should be taken from the information provided in the previous sections.

**DECLARATION**

I declare that a comprehensive amount of *de minimis* aid received to date during the current year and the previous two years is:

Year 2022	Year 2023	Year 2024	TOTAL
€	€	€	€

A breakdown of the source, type and amount of all *de minimis* aid received as well as that applied for from any State aid grantor, is presented overleaf.

The Applicant is to then complete the declaration form by completing the fields as follows: **Legal Name of Undertaking** (Full Legal Name) and **NACE Classification** (in the format 11.11), **Company Number/VAT Registration Number, Name and Surname** of the individual authorized to fill in the *de minimis* declaration form (Block LETTERS), **Position in Establishment** of the person signing the *de*

*minimis* declaration form. The declaration form is to be signed (in blue ink) and dated in the spaces provided accordingly.

\_\_\_\_\_  
Legal Name of Undertaking & NACE Classification

\_\_\_\_\_  
Company Number / VAT Registration Number

\_\_\_\_\_  
Name and Surname (BLOCK CAPITALS)

\_\_\_\_\_  
Position in Establishment

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Annex II – Declaration by Trustee or Fiduciary

Applicants who have linked or partner enterprises represented by Trustees or Fiduciaries must submit a declaration with the information of these enterprises. The declaration form can be found from: <https://fondi.eu/wp-content/uploads/2023/01/Declaration-by-Trustee-or-Fiduciary-RRP.xlsx>.

A declaration for each enterprise represented by Trustees or Fiduciaries must be submitted.

The declaration should be filled in by the Legal Representative of the Trustee/Fiduciary Company.

On the upper left-hand corner of the declaration, the person filling in the declaration should insert the Date of Declaration and the name of the Company applying for the grant in the available fields.

In the left-hand column the Company Registration number, or in the case of an individual, the ID Card No., of all involved is to be listed. In the right-hand column, the name of the Company/Individual/Entity should be filled in.

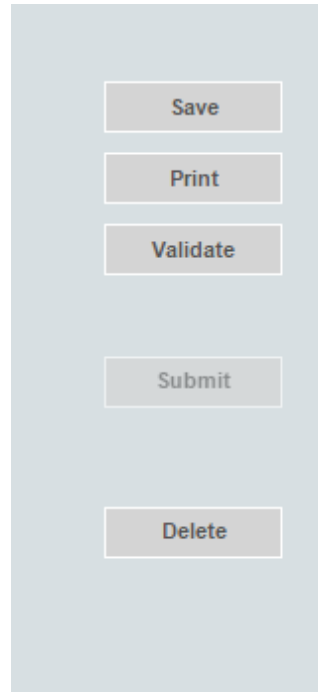
The declaration must then be signed by the Legal Representatives of the Trustee/Fiduciary Company.

Once the declaration has been signed (in blue ink), it should be scanned and uploaded in Section 7.1 of the online Application Form.

**Failure to submit the Declaration Form, or the submission of an incomplete Declaration Form will render the Application Form ineligible.**

### Annex III – Exporting and saving the Application Form

Applicants may generate a copy of the online application form, in either Excel, Word or PDF format (whichever is required), at any stage of the application process. This can be done by clicking on the print functionality button that is available on the right-hand side of the screen (see below).



This shall then generate a screen informing the user that the application form is being exported. Applicants are to click on the “floppy disk” icon found at the top right corner of the screen and generate this application form in the format required.



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