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|  | **Project Proposal** |

**European Regional Development Fund and Cohesion Fund (2021-2027)  
Regulation (EU) 2021/1058**

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| Call | Call 19 |
| Programme | ERDF/CF/JTF Programme |
| Priority | Priority: 1. PO 1 - ERDF: A more competitive and smarter Europe by promoting innovative and smart economic transformation and regional ICT connectivity. |
| Specific Objective | RSO1.2. Reaping the benefits of digitalisation for citizens, companies, research organisations and public authorities (ERDF). |
| Project Title |  |
| Beneficiary |  |

**DEADLINE: 30/09/2024**



**⚠ IMPORTANT NOTICE**

The Form consists of two parts:

• Part A contains structured administrative information.

• Part B is a narrative technical description of the project.

All data and documents will be treated as confidential.

Personal data will be handled in accordance with EU Regulation 2018/1725 to ensure compliance with the principles of transparency, proportionality, impartiality and legality.

**Character limits**:

* most sections contain indication of the maximum number of words allowed.
* minimum font size: Calibri Light 10 pt
* page size: A4
* margins (top, bottom, left and right): at least 15mm (not including headers & footers).

Please abide by the formatting rules. Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

All submitted project proposals will be acknowledged.

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# **Part A - Administrative Part**

## 1. Project Details

|  |  |
| --- | --- |
| **Project Title** | *Name of the Project* |
| **Start Date**[[1]](#footnote-2) | *Enter date by when the project is estimated to start. This should also include the preparatory stage of the project.* |
| **End Date**[[2]](#footnote-3) | *Enter date by when the project is estimated to be concluded.* |
| **Total Project Cost** | EUR (the total project value is to be inserted). |
| **Total Grant being requested[[3]](#footnote-4)** | EUR (excluding ineligible costs). |
| **Summary**  *Note: This will be presented in the published list of the Managing Authority on the MA’s website fondi.eu, as per Article 40 of Regulation (EU) 2021/1060* | *Provide a summary on the project.*  *The summary shall include a broad description of the project idea, that is, the basic rational for implementing the proposed project. A brief description of the aims, objectives, main activities and expected results.* |

## 2. Lead Applicant

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

|  |  |
| --- | --- |
| **Name** |  |
| **Head of Organisation** |  |
| **Legal Status** |  |
| **Type of SME (if applicable)** |  |
| **Registration / VO Number** |  |
| **Legal Address** |  |
| **Contact Number** |  |
| **Contact E-mail** |  |
| **Website** |  |

## 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.*

|  |  |
| --- | --- |
| **Project Leader** |  |
| **Position within the Organisation** |  |
| **Office Address** |  |
| **Contact Number** |  |
| **E-mail address** |  |
| **Main Contact Person[[4]](#footnote-5)** |  |
| **Position within the Organisation** |  |
| **Office Address** |  |
| **Contact number** |  |
| **E-mail address** |  |

## 4. VAT Status

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

|  |  |
| --- | --- |
| **VAT Number (if applicable)** |  |
| **Does the project include activities which may give rise to sales on which VAT is charged?** | YES NO |
| **Can the organisation recover VAT on expenditure incurred?** | YES NO |

## 5. Experience in EU-funded and / or similar[[5]](#footnote-6) 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 is 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 (€)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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## 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 projects indicated above?

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)** |
|  |  |  |  |  |

## 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”.

|  |  |
| --- | --- |
| **Legal Name of the Partner Organisation** |  |
| **Legal status** |  |
| **Contact person** |  |
| **Transnational / Local Partner** | Transnational Local |
| **Legal Address** |  |
| **Phone number** |  |
| **E-mail address** |  |
| **Role and value added of the partner organisation in the Project** |  |
| **Mutual benefit of the partnership** |  |
| **Will the partner organisation receive funding from the project?** | YES NO |
| **Will the partner contribute towards the co-financing of the project?** | YES NO |

## 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 ERDF/CF/JTF 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.* |
|  |

# **Part B – Technical Description**

*This section of the application is expected to presented overall and detailed information about the project. Where Section 1 indicates the link to the programme intervention logic, while through Section 2 the Applicant is expected to provide information of each high-level work package and its corresponding set of activities.*

**Section 1 – Link to the Programme Intervention Logic**

## 9. Project Description

|  |
| --- |
| **Is the project contributing to the specific objective of this call?** |
| **RSO1.2. Reaping the benefits of digitalisation for citizens, companies, research organisations and public authorities (ERDF).**  ☐ Yes  ☐ No |
| **Which need is the project addressing in relation to the list of possible interventions as set out in the programme?** |
| Supporting digitalisation in economic sectors  Digitalisation of public administration and entities  Digitalisation of the Health Sector |
| **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.* |
|  |

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| --- |
| **What are the objectives of the project?**  *The objectives should be SMART (specific, measurable, achievable, relevant, time-bound).* |
|  |

*The Applicant must select the expected result as derived from the Programme. Following this selection, the Applicant is to indicate who are the target groups that will have a direct or indirect impact/interest in the proposed actions. The choice of target group/s is solely limited to the target group/s identified at Programme Level.*

*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. What are 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. If project partners are involved, evidence how they will contribute to the achievement of the Expected Results should also be demonstrated. The explanation should demonstrate the link between the needs, the project objectives which will be addressed through the project results.*

*The Applicant should explore how the desired results will aim to trigger change and/or innovation. Furthermore, the Applicants are encouraged to explore innovative results/solutions from the proposed actions.*

*The Applicant is to assess whether the proposed actions is contributing to the fulfilment of the* ***enabling conditions****. Applicants are to refer to Section 4 of the Programme in order to make reference to listed Horizontal Enabling Conditions (which covers generic areas and not linked to particular specific objectives) and the Thematic Enabling Conditions (which are linked to different specific objectives tied to the specified area).*

|  |  |
| --- | --- |
| **What are the expected results which the project shall be contributing to?** | |
| Increase the provision of digitalised services including improved efficiency of the public administration and the quality of e-services  Increase of enterprises/entrepreneurs benefitting from support for enhanced digitalisation | |
| * **Target Groups** *(select the specific target groups of the project)* | |
| Public administration  Consumers and businesses (including tourists)  Enterprises (irrespective of their legal form)  The General Public | |
| **Other Targets -** *(if appliable)* | |
|  | |
| **What are the tangible and intangible results from the project?** | |
|  | |
| **What type of added value is expected?** | |
| Additional outcome |  |
| Better outcome |  |
| Earlier outcome |  |
| **Does the project aim to trigger change/innovation? If so, describe how this will be achieved?** | |
|  | |

|  |
| --- |
| **Is the project contributing to the fulfilment of the enabling conditions listed under Section 4 of the Programme? If in the affirmative, how is it fulfilling the criteria?** |
|  |

*The Applicant is requested to indicate if the project is complementary to any other project already financed or to be financed through other funding streams. Furthermore, an analysis is to be made if the proposed project has the ability to complement other interventions carried out within the area in order to have enhanced territorial differences.*

|  |
| --- |
| **How do the project results complement or build on the results of current/past initiatives/measures carried out, including those carried out by other organisations? What is the possibility that the project can mobilise complementary funding?** |
|  |

## 10. 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 and coordination).*

10.1 Work Packages

Work Package 1: Project Management and Coordination

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



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’.*



## 11. Horizontal Priorities

|  |  |
| --- | --- |
| **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?** | |
| **Gender Equality** | *The Applicant should explain how equality amongst genders, integration of the gender perspective and gender mainstreaming are taken into account and promoted throughout the design, implementation, monitoring, reporting and closure of projects.* |
| **Equal Opportunities** | *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.* |
| **Non-discrimination including accessibility for persons with disability** | *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.* |
| **Sustainable Development**  **What measures will be 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.* | |
| **Economic Growth** | *The Applicant should outline their project contribution to economic growth through the potential contribution towards the local economy/industry.* |
| **Social Cohesion** | *The Applicant should outline the project contribution towards social cohesion through potential skill development as a result of the project and generation of employment.* |
| **How does the Work Package combine sustainability, aesthetics and inclusiveness (New European Bauhaus)?**  *The New European Bauhaus (NEB) Initiative aims to bring art and science together, to improve energy efficiency in Europe’s buildings in view of finding affordable, inclusive, sustainable and attractive solutions for climate challenges.*  *The Applicant is requested to explore how the proposed actions will be seen as an attractive investment in order to make sustainable living beautiful.* | |
| **Sustainability** | *From climate goals to circularity, zero pollution, and biodiversity.*  *Analysis of how the proposed project is aiming to:*  ***Repurpose*** *– How can the project reach the results in a less material intensive way? Can the impact on the environment of the project be lowered?*  ***Close the loop*** *– is circular economy ensured within the proposed actions?*  ***Regenerate*** *– is there a vision on societal change following the project.* |
| **Aesthetics** | *Creating enriching experiences to our needs beyond the material dimension, inspired by creativity, art and culture.*  *Analysis of how the proposed project is aiming to:*  ***Activate*** *– Does the project considers the comfort of its users (in terms of materials, light, air, noise)? Visually is it appealing?*  ***Connect*** *– Is it providing attractive and comfortable spaces? Is it giving a sense of community to people with different backgrounds? Is the project interactive?*  ***Integrate*** *– Does the project have a positive transformative effect on the users’ lives?* |
| **Inclusiveness** | *From valuing diversity to securing accessibility and affordability.*  *Analysis of how the proposed project is aiming to:*  ***Include*** *– is the project easily and equally accessible? Does the project consider the needs of less represented individuals?*  ***Consolidate*** *– does the project offer equal resources and opportunities?*  ***Transform*** *– does the project promote new ways of living together?* |

## 12. 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** |
| RCO01 – Enterprises supported (of which; micro, small, medium, large) | Enterprises |  |  |
| RCO02 – Enterprises supported by grants | Enterprises |  |  |
| RCO14 – Public institutions supported to develop digital services, products and processes | Public institutions |  |  |
| **RESULTS INDICATORS** | **Measurement Unit** | **Target 2029 and/or End of operation** | |
| RCR11 – Users of new and upgraded public digital services, products and processes | Users/year |  | |
| RCR13 – Enterprises reaching high digital intensity | Users/year |  | |
|  |  |  | |

|  |
| --- |
| **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.** |
|  |

|  |
| --- |
| **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.** |
|  |

## 13. Gozo’s Socio- Economic Development

|  |  |
| --- | --- |
| **Are any of the activities included in the project contributing to Gozo’s socio-economic development?**  *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.* | |
| Yes | No |
|  | Explain how this will be achieved using statistics, data and research on Malta and Gozo. Where applicable the applicant is to provide the financial estimates. |
| 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 |  |

## 14. Disbursement Schedule

*To open in Excel, right click on the object, click on ‘Worksheet object’ and select ‘Open’. Add years as necessary.*



## 15. 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** | **Provide details of the respective activity indicated in the work package.** |
| Design |  |  |
| Drafted |  |  |
| Launched |  |  |
| Evaluation |  |  |
| Appeals |  |  |
| Contracted |  |  |
| Being implemented |  |  |
| **Total no of procurement** |  |  |

## 16. Do No Significant Harm

*The Applicant should demonstrate the extent of how the proposed project incorporates justification and mitigation measures in line with the DNSH principle and the assessment undertaken at Programme Level. The Applicant is expected to fill in the rest of the table below.*

| **Applicable DNSH Criteria** | | | | **Proposed Actions Contribution** | |
| --- | --- | --- | --- | --- | --- |
| **Priority** | **Specific Objective** | **Criteria** | **Impact (explained)** | **Substantive Justification at the level of the Assessment carried out in the Programme of how the proposed measure does not give rise to negative impacts on the environment objective.** | **List the actions to be carried out to ensure that the mitigation measures are addressed. For those projects which are in advanced stage of readiness, evidence of such actions is to be provided i.e. tender documents, technical documentation etc.** |
| 1 | RSO1.2 Reaping the benefits of digitalisation for citizens, companies research organisations and public authorities (ERDF) | The circular  economy, including  waste prevention  and recycling | Is the measure expected to:   1. 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 2. 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 3. cause significant and long-term harm to the environment in respect to the circular economy? | The digitalisation of public administration and entities will enable the general public to carry out many activities online. Beyond the provision of services, this measure also includes the construction of a digital hub and other infrastructure related to the enhancement of digitalisation within the public administration. Such construction works will probably give rise to additional waste generation. These impacts are likely to be effectively mitigated with existing environmental protection legislation and practices, including thorough assessment of individual development proposals as part of the EIA and AA processes (as applicable), construction monitoring, implementation of the waste hierarchy (such as reusing excavation material as aggregate) and site-specific mitigation measures.  While improper construction practices could lead to pollution impacts, mitigation measures are already present in existing legislation, as outlined above. Consequently, no further mitigating actions are necessary.  Implementation of the above regulations and good practice will effectively reduce any possible construction impacts.  During the operational stage, the measure will likely reduce the amount of paperwork necessary to process various requests, thereby encouraging the transition to a circular economy (by reducing operational waste such as paper). This measure may give rise to an increase in waste electric and electronic equipment (WEEE) which would need to be disposed. In line with the WASTE MANAGEMENT (ELECTRICAL AND ELECTRONIC EQUIPMENT) REGULATIONS (S.L. 549.89), this material is effectively recycled to recover as much of the material as possible.  There is thus no evidence of significant negative impacts of the measures on this environmental objective. |  |
|  |  | Protection and restoration of biodiversity and ecosystems | Is the measure expected to be:   1. significantly detrimental to the good condition and resilience of ecosystems; 2. detrimental to the conservation status of habitats and species, including those of Union interest? | The digitalisation of public administration and entities will enable the general public to carry out many activities online. Beyond the provision of services, this measure also includes the construction of a digital hub and other infrastructure related to the enhancement of digitalisation within the public administration. If the facility is located in ecologically sensitive areas, the development could also give rise to deterioration in biodiversity. This is particularly relevant if the area to accommodate the hub comprise Natura 2000 sites. These impacts are likely to be effectively mitigated with existing environmental protection legislation and practices, including thorough assessment of individual development proposals as part of the EIA and AA processes (as applicable), compliance with existing construction site regulations (including implementing good practice such as bunding of chemicals to reduce risk of leakages, site hoarding to minimise dust emissions, covering of stockpiles to minimise dust emissions, and others), construction monitoring, implementation of the waste hierarchy and site-specific mitigation measures.  While improper construction practices could lead to impacts on biodiversity, mitigation measures are already present in existing legislation, as outlined above. Consequently, no further mitigating actions are necessary.  Implementation of the above regulations and good practice will effectively reduce any possible impacts of the DNSH environmental objectives to insignificant. |  |

## 17. 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. |  |  |

## 18. 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.*

**Minimum Visibility Requirements**

|  |  |
| --- | --- |
| **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 |
| 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) | Confirm |
| 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) | Confirm |
| 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:   1. operations supported by the ERDF and the ESIF Fund the total cost of which exceeds EUR 500,000; 2. 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; | Confirm  Not applicable |
| 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  Not applicable |

*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.*

|  |
| --- |
| **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.** |
|  |

## 19. 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.*

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| --- |
| **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’*. |
|  |

## 20. Revenue Generation

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

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

|  |  |
| --- | --- |
| **Financial Studies** | |
| Which financial studies were conducted in preparation for this project proposal?  Applicants are also to submit together with their project proposal, the relevant checklists for the Financial Studies to be completed by the Applicant and the Consultant that prepared the applicable financial study. These documents can be accessed through the following link: https://fondi.eu/important\_documentat/erdf-cf-templates/ | |
| * *Financial Assessment (in the case of revenue-generating projects up to EUR 1,000,000)* * *Financial Feasibility Study (for all projects from €1,000,001 up to EUR 5,000,000)* * *Cost Benefit Analysis (CBA) (for all projects exceeding EUR 5,000,001)* | |
| Financial Assessment |  |
| Independent Financial Feasibility Study |  |
| Independent Cost Benefit Analysis |  |
| Other (if other please specify below:) |  |
| Not applicable |  |

|  |  |  |
| --- | --- | --- |
| **Revenue Generation** | **Discounted values (€)** | **Undiscounted values (€)** |
| Total investment cost |  |  |
| Total investment cost of which eligible cost (EC) |  |  |
| Discounted investment cost (DIC) |  |  |
| Discounted net revenue (DNR) |  |  |
| Determine the grant[[6]](#footnote-7) |  | |

## 21. 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 contributing the MT funds.*

|  |
| --- |
| How will the project be co-financed? *Tick all relevant[[7]](#footnote-8)* |
| Government funding Third party resources  Loan |

|  |
| --- |
| Will the project generate private investment? If yes, explain how this will be achieved.  *Here the Applicant is to indicate whether the proposed interventions will attract/stimulate private investment which will complement the project in achieving the expected results. If in the affirmative, details are to be provided on the approach undertaken in attracting private investment and how this is being incorporated within the project.* |
|  |

## 22. Planning Permits, Climate Proofing and Environmental Assessments

*In this section, the Applicant should indicate whether any component of the project is subject to the below assessments and/or require any permits. It is strongly recommended that the Applicant discuss with the relevant Authority (Planning Authority, ERA etc) any obligations that will ultimately impact implementation. Such correspondence is to be attached with the Application Form as means of verification.*

*The Applicant should bear in mind that the procurement of certain equipment may require an environmental permit. Infrastructural development may also require such permits.*

*Tick the table below according to the type of permits or assessments required for any of the activities included in the project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Permits or Assessments** | *Tick the respective box* | | Details i.e. Tracking Number, Permit number etc. |
| Planning Permit | Yes | No |  |
| Environmental Assessment | Yes | No |  |
| Environmental Operational Permit | Yes | No |  |
| The project is a result from a plan or programme falling within the scope of the SEA Directive (2001/42/EC) | Yes | No |  |
| Environmental Impact Assessment (85/337/EEC) | Yes | No |  |
| Impact or effect on a site included/intended to be included in a Natura 2000 network | Yes | No |  |
| Other environmental assessments which may be required under national legislation or specialised assessment pursuant to thematic EU Directives | Yes | No |  |

***Climate Proofing***

In line with the respective legislation and guidance, including [Commission Notice (2021/C 373/01) Technical guidance on the climate proofing of infrastructure in the period 2021-2027](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:C:2021:373:FULL&from=EN), and any subsequent updates as applicable, climate proofing of investments in infrastructure with an expected lifespan of at least 5 years is to be ensured. The term “infrastructure” is to be defined as per the Commission Notice indicated above. In this regard, applicants are to also submit a climate-proofing assessment undertaken with respect to the proposed operation.

In assessing climate proofing and related documents presented by the applicant, the Project Selection Committee will give regard to the pertinent guidance. Recommendations (in the form of additional mitigation/adaptation measures, changes in the project’s design or climate risk monitoring programme) 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. These will need to be incorporated in the project and implemented according to the timeframe recommended in the assessment.

## 23. 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* ***where applicable****. 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 |  |
| FA/FFS/CBA |  |
| Checklists relating to FA/FFS/CBA (as indicated in respective section) |  |
| Proof of co-financing |  |
| SAMB Correspondence |  |
| Calculations of the annual (operational) costs |  |
| Correspondence with NCPE/CRPD/HRD/other stakeholders |  |
| DNSH supporting documentation |  |
| Planning Permits |  |
| Climate Proofing Assessment |  |
| Other supplementary documentation |  |
| Other supplementary documentation |  |
| Other supplementary documentation |  |

## 24. 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. |  |
| We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. |  |
| We confirm that the status of operation is either ongoing[[8]](#footnote-9) or has not yet started as per Article 63 of Regulation (EU) 2021/1060, unless otherwise allowed by the specific regulation. |  |
| 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. |  |
| 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). |  |
| 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. |  |
| We declare to be fully compliant with the eligibility criteria set out in the Call. |  |
| We declare to have the financial and operational capacity to implement the proposed project. |  |
| 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. |  |
| We declare that this project and any of its components is not being supported through other Union and/or National 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. |  |
| 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). |  |
| 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. |  |
| 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. |  |
| 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. |  |
| 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) |  |
| 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. |  |
| 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. |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | |  |  |  | | Project Leader  *(Name and Surname in block letters)* |  | Signature and Stamp | |  |  |  | |  |  |  | | CEO / Head of applicant organisation  *(Name and Surname in block letters)* |  | Signature and Stamp | |  |  |  | |  |  |  | | Treasurer / Executive Secretary – applicable to NGOs / VOs/Local Councils / Regional bodies  *(Name and Surname in block letters)* |  | Signature and Stamp | |  |  |  | |  |  |  | | Permanent Secretary - mandatory for all public sector entities  *(Name and Surname in block letters)* |  | Signature and Stamp | |  |  |  | |  |  |  | | Date |  |  | |

1. ***Expenditure incurred from 1st January 2021 is eligible for funding.*** [↑](#footnote-ref-2)
2. ***End date should not be after 31st December 2029.*** [↑](#footnote-ref-3)
3. MT share is to be included if the project will be co-financed through Government funding. MT Share is to be excluded if the project will be co-financed through third-party resources. [↑](#footnote-ref-4)
4. Must be different from the Project leader. Assists project leader in ensuring smooth communication flows between the organisation and the relevant stakeholders. [↑](#footnote-ref-5)
5. Similar projects refer to those which funding may include: nationally funded projects, EEA/ Norway, and Swiss. [↑](#footnote-ref-6)
6. Guide to Cost Benefit Analysis of Investment Projects <https://ec.europa.eu/regional_policy/sources/studies/cba_guide.pdf> [↑](#footnote-ref-7)
7. In the case of third-party resources or loan, relevant documentation should be submitted. [↑](#footnote-ref-8)
8. In line with Regulation (EU) 2021/1060, expenditure shall be eligible from ***1st January 2021 till 31st December 2029.*** [↑](#footnote-ref-9)