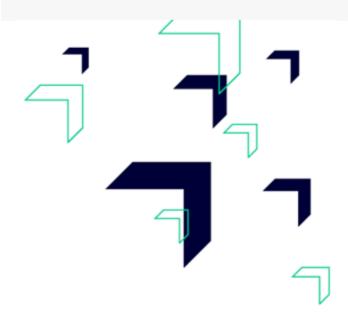




### ESF+ Programme ESIF Policy 2021-2027

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



**Call for Project Proposals** 

Information Session: Application form 8<sup>th</sup> May 2024



#### Introduction



Proposals are to be filled in a Word Document and are to be submitted on www.sfd.gov.mt/application;

Access to Application form and Deadline for submission of applications:

ESO.4.7. Lifelong learning and career transitions → 17<sup>th</sup> June 2024
<a href="https://fondi.eu/what-funding-is-available/lifelong-learning-and-career-transitions-2/">https://fondi.eu/what-funding-is-available/lifelong-learning-and-career-transitions-2/</a>

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



### **Recommendations (1)**

It is strongly recommended to:

- Provide **clear** information on what you intend to do, **how** you will do it, **where** you will do it, how much it will **cost** and who will **benefit** from it. If these basics are not clear, the MA and the PSC will be unable to understand your project and will be more likely to reject it;
- Read thoroughly the ESF+ Programme and any other guidance documents issued by the MA;
- Explain things clearly: assume the reader will not be familiar with your proposed activity or organisation;



## **Recommendations (2)**

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

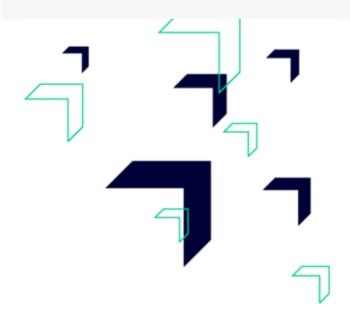




## **Application Form**

Part A – Administrative

Part B - Technical









### Part A - Administrative Part (1)

■ The Applicant must identify **ONE** Priority and **ONE** Specific Objective under which the proposal will fall.

- Priority 3 Quality and inclusive education and enhanced lifelong learning for growth.
- Specific Objective: 4.7 Lifelong learning and career transitions



### Part A - Administrative Part (2)

#### 1. Project Details

Project Title	Name of the Project
Start Date1	Enter date by when the project is estimated to start. This should also include the preparatory stage of the project.
End Date2	Enter date by when the project is estimated to be concluded.
Total Project Cost	EUR (the total eligible project value is to be included).
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.

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



## Part A - Administrative Part (3)

#### 2. Lead Applicant

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

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

### Part A - Administrative Part (4)



#### 3. Contact Details

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

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

The <u>Project Leader</u> is the person responsible for the implementation of the proposed project;

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



### Part A - Administrative Part (5)

#### 4. VAT Status

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

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 🗆

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

### Part A - Administrative Part (6)



#### 5. Experience in EU-funded and / or similar 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 I	

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

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

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

## Part A - Administrative Part (7)



#### 6. Similar proposals

Name of Financial	Name of Financial	Date of Submission/Approval	Amount requested	Amount
yes, please provide t	he following details (add	rows as necessary):		
YES □	NO □			
-		n European Investment Ban ions to implement the activ		
			Choose an item.	
Name of the Progran	nine kererenc	e Number	Status of the Pro Choose an item.	posai
		e Number	Status of the Dre	nacal
ves. please provide t	he following details (add i	rows as necessarv):		
YES □	NO □			
		ted in the past in response rrent call, including for the		

Status of the Proposal: Submitted / Under Evaluation / Awarded

### Part A - Administrative Part (8)



#### 7. Project Partnership

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

Does this project include partners (local or transnational)?				
YES □	ΝО □			
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 Org	anisation			
Legal status				
Contact person				
Transnational / Local Partner		Transnational 🗆 Local 🗆		
Legal Address				
Phone number				

## Part A - Administrative Part (9)



#### 7. Project Partnership

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 🗆

### Part A - Administrative Part (10)



#### 8. State Aid

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

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

Does this project involve State Aid?			
	YES 🗆	NO □	
5	How was it concluded that the project involves/does not involve State Aid?  Specific reference should be made to communication held with the State Aid Monitoring Board to determine whether the project involves/does not involve State Aid.		

#### **State Aid**



- EU State Aid rules apply to projects which involve any direct (or indirect) financial support from the public sector to commercial enterprises or organisations carrying out an economic activity.
- Applicants should note that State Aid is determined by the nature of the project and not necessarily by the nature / status of the organisation.
- All Applicants of ESF+ assisted projects must ensure compliance with State Aid rules. If the rules are breached (even after the project ends), any grant (even if already paid) may have to be recovered.
- Applicants should note that the project proposals that involve State Aid will be considered, provided that the Applicant agrees to implement the project in line with the applicable State Aid Rules.
- Early discussions with the State Aid Monitoring Board (SAMB) and/or experts on State Aid of the Applicant's choice are encouraged and any correspondence between the Applicant and SAMB should be annexed to the application form.

## Part B – Technical Description (1) Example: ESO: 4.7



#### 9. Project Description

9.1 - Is the project contributing to the specific objective of this call?
ESO: 4.7. Lifelong learning and career transitions
□ Yes
□ No
9.2 - Which need is the project addressing in relation to the list of possible interventions as set out in the programme?
☐ Training programmes to support LLL in the public sector
$\square$ Complementarities/synergies with other priorities under this Programme and other initiatives
9.5 - What are the expected results which the project shall be contributing to?
☐ Increased adult participation rate in education, training and LLL, including for low-skilled adults.

### **Expected Results**



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

## Part B – Technical Description (2)



## 9.3 - 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.

#### 9.4 - What are the objectives of the project?

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



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

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

## Part B – Technical Description (3)



<ul> <li>Target Groups (select the specific target)</li> </ul>	<ul> <li>Target Groups (select the specific target groups of the project)</li> </ul>		
In the case of the projects submitted under ESO4.7, the Applicant needs to also provide a justification to the proposed target groups to be reached through the ESF+ project.			
Other Targets			
9.6 - What are the tangible and intangible re	esults from the project?		
9.7 - What type of added value is expected?			
Additional outcome			
Better outcome			
Earlier outcome			
9.8 - Does the project aim to trigger change/innovation? If so, describe how this will be achieved?			

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

## Part B – Technical Description (3)



9.9 - 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, analysis 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 difference.

9.10 - 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?

## **Target Groups (1)**



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

Call	Specific Objective	Target Group
7	ESO4.7	<ul><li>Employees</li></ul>

## Part B – Technical Description (4) Section 2



#### Section 2 – Section linked to Work Packages

#### 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).

### **Project Plan**



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

## Part B – Technical Description (5) Section 2.1



#### **Work Package 1: Project Team**

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

-4		A B		;	D	E	F	G	Н	1	J	K
1	Wo	rk Package N	umber -									
2	Wo	Work Package title										
3	Dur	ration		[to be ca	alculated	in month	s)					
4	Role	of the Project	<u>Team</u>									
	cove	ering all areas o		roject proofing								nt is to proof to the Project Selection Committee, that it will adopt a good capacity strategy ntrol. An assessment on the current staff complements and how the additional duties will fit
6	Role of consultants, seconded staff and subcontracting											
7			•			to implement the project and therefore for all aspects relating to the project (e						ide details on how the Applicant shall exercise control over any third-party contractors that letime of the project.
8	Rol	e of the Proj	ect Team									
9	Prov	vide an overvier	v of who be directly	responsible to	ensure the	effective and efficient implementation of	the project	. (Max. 500	) words)			
10	Provide an overview of who be directly responsible to ensure the effective and efficient implementation of the project . (Max. 500 words)											
11	Rol	e of consulta	nts, seconded s	taff and sub	contractir	g						
12	How do you plan on ensuring that external resources contribute directly to the project for those skills/resources which are not available within the organisation? (if applicable) (Max. 300 words)											
												Ţ

## Part B – Technical Description (6) Section 2.1



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

## Work Package 1: Project Team



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

## Part B – Technical Description (7) Section 2.1



#### **Work Package 2: (SUBJECT)**

This section is to be replicated for additional work packages.

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

4	Α	В	D	E	F	G	Н	l I	J	K				
1														
2	▲ The applica	nt shall reproduce the table below	for each work package											
3														
4 V	Vork Package nu	mber	[insert work package number]											
5 <b>V</b>	Vork Package tit	le												
7 D	uration		Include start date and end date											
8 N	lame of organis	ation leading the work												
9 L	ist of Specific A	ctivities												
(c no	Activity Nr (continuous numbering linked to Work Package)  Activity Name		Activity Description		Actual Cost incurred/SCO	Net	VAT	Non-eligible	Total					
11	Activity 2[1].1		Describe the proposed activity and the neces which assistance is being proposed specifying characteristics and components, including the	g its main										
13	2.2													

## Part B – Technical Description (8) Section 2.1



#### 11. Horizontal Priorities

11.1 - Fundamental Rights	s and Equality principles
	nciples mentioned below are considered. What measures are planned throughout the project design, implementation, monitoring, as 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.  [Part B - Technical Description (]
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.

## Part B – Technical Description (9) Section 2.1



#### 11.2 - 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 <u>as a result of</u> the project and generation of employment.
Environmental sustainability	The Applicant should undertake, an assessment based on the extent of which the proposed project incorporates mitigation measures in line with the DNSH principles. To this end, applicants should also explain when and as applicable, how projects are addressing climate change mitigation and adaptation; the sustainable use and protection of water and marine resources; pollution prevention and control; protection of restoration of Biodiversity & Ecosystems; and the Circular Economy.

## Part B – Technical Description (10) Section 2.1



#### 12. Quantitative Outputs and Results of the Project

In the tables below indicate the output and results that will be achieved <u>as a result of</u> 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.

#### 12.1 Output and Result Indicators Table

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

## Part B – Technical Description (11) Section 2.1



#### 12.2 - Method of Quantification

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

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

#### 12.3 - 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.

## Part B – Technical Description (12) Section 2.1



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

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

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

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

## Part B – Technical Description (13) Section 2.1



#### 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.								
Achieving a better skilled Gozitan labour force $\ \square$									
Creating job opportunities in Gozo $\square$									
Enhancing sustainable tourism in Gozo □									
Enhancing Gozo's carbon and climate-neutral social									
economy									

## Part B – Technical Description (14) Section 2.2



#### 14. Disbursement Schedule

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

\*To open in Excel, right click on the object, click on 'Worksheet object' and select 'Open'. From 2023 up to 2029.

Year	2023	2023	2023	2023	2024	2024	2024	2024	2025	2025	2025	2025	2026	2026	2026	2026
Quarter	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Work Package 1																
Activity 1.1	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€
Activity 1.2	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€
[1]																
The Applicant is t Applicant is to ad																

L] Add in the first column the code of the ctivity codes listed in each work package.

amended in line with the project forecasts.

# Part B – Technical Description (15) Section 2.3



#### 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	Details of Activity within the specific Work Package
Design		
Drafted		
Launched		
Evaluation		
Appeals		
Contracted		
Being implemented		
Total no of procurement		

# Part B – Technical Description (16) Section 2.3



#### 16. 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, as your measures/strategy for addressing them?		
Risk Type	Description	Mitigation Measures
Choose an item.		
Choose an item.		

#### Part B – Technical Description (17)



Visual Identity Guidelines (VIG) for the 2021-2027 Programme may be found

here: <a href="https://fondi.eu/visual-identity-guidelines-2021-2027/">https://fondi.eu/visual-identity-guidelines-2021-2027/</a>.

#### 12. Communication

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

Applicants are required to implement minimum visibility requirements when implement projects to acknowledge the support received in line with the parameters established in 2021/1060. Please tick as applicable.	
Provide on the beneficiary's official website, where such a site exists, and social media sites, a short description of the operation, proportionate to the level of support, including its aims and results, and highlighting the financial support from the EU. (ALL PROJECTS)	Confirm □

# Part B – Technical Description (18)



	-
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:	Confirm □
(i) operations supported by the ERDF and the ESIF Fund the total cost of which exceeds EUR 500,000;	Not applicable □
(ii) operations supported by the ESF+, the JTF, the EMFAF, the AMIF, the ISF or the BMVI the total cost of which exceeds EUR 100,000;	

### Part B – Technical Description (19)



#### 17. 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.

#### 17.1 - Minimum Visibility Requirements

Applicants are required to implement minimum visibility requirements when implement projects to acknowledge the support received in line with the parameters established in £ 2021/1060. Please tick as applicable.	Regulation (EU)
Provide on the beneficiary's official website, where such a site exists, and social media sites, a short description of the operation, proportionate to the level of support, including its aims and results, and highlighting the financial support from the EU. (ALL PROJECTS)	Confirm

### Part B – Technical Description (20)



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/<u>created</u>;
- Make the general public aware of the role of the European Union and European <u>Funding</u>;
- Ensure transparency of the assistance concerned; and
- Increase visibility and awareness.

#### 17.2 – Planned Communication and Dissemination Activities

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, <u>policy-makers</u> and the general public and explain the choice of the dissemination channels.

#### Part B – Technical Description (21)



#### 18. 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.

#### 18.1 - 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.

# 18.2 - What are the annual operational costs required to sustain the project after EU support ends?

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

### Part B – Technical Description (22)



#### 19. 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:)		

### Part B – Technical Description (23)



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

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

#### Part B – Technical Description (24)



#### 20. 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?	
Government funding □ Third party resources □	
Will the project generate private investment? If yes, explain how this will be achieved.	
Here the Applicant is to indicate whether the proposed interventions induce private investment. If in the affirmative, details are to be provided the approach undertaken in attracting private investment and how this is being incorporated within the project.	

### Part B – Technical Description (25)



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

It is the responsibility of the Applicant to ensure that all the necessary documents mentioned throughout the Application Form/Guidance Notes are included under this Section. The table below is indicative of the documentation to be <u>submitted</u>

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

#### Part B – Technical Description (26)



#### 22. 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 or has not yet started as per Article 63 of Regulation (EU) 2021/1060, unless otherwise allowed by the specific regulation.	

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

## Part B – Technical Description (27)



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.	

## Part B – Technical Description (28)



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

## Part B – Technical Description (29)

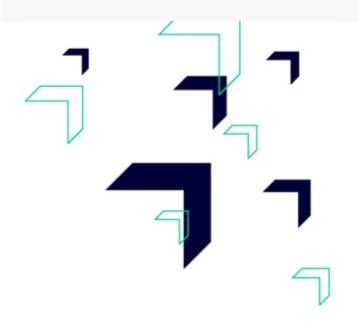


Having due regard to Recitals (6), (10), (60) and Articles 2(42), 9(4), 73(2j) of the Common Provision Regulation No 2021/1060, we acknowledge that in selecting operations, the Managing Authority shall ensure the climate proofing of investments in infrastructure which have an expected lifespan of at least 5 years. (If Applicable)	
Should the project be favourably assessed, it may be subjected to a detailed assessment drawing upon the guidance provided in Commission Notice "Technical guidance on the climate proofing of infrastructure in the period 2021-2027 (2021/C 373/01)". Recommendations emerging from this assessment will be included as conditions for approval which will be thereafter reflected in the Grant Agreement to ensure climate proofing based on the pillars of climate neutrality and climate resilience. (If Applicable)	
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, evaulation 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.	





#### **SFD Submission Screen**





#### **Submission of Application (1)**



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



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

As of 16th May 2023, sign in is with eID, CORP and iLearn. A user guide is available at <a href="this link">this link</a>.

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

#### **Submission of Application (2)**



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



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

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

#### **Submission of Application (3)**



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



### **Submission of Application (4)**



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

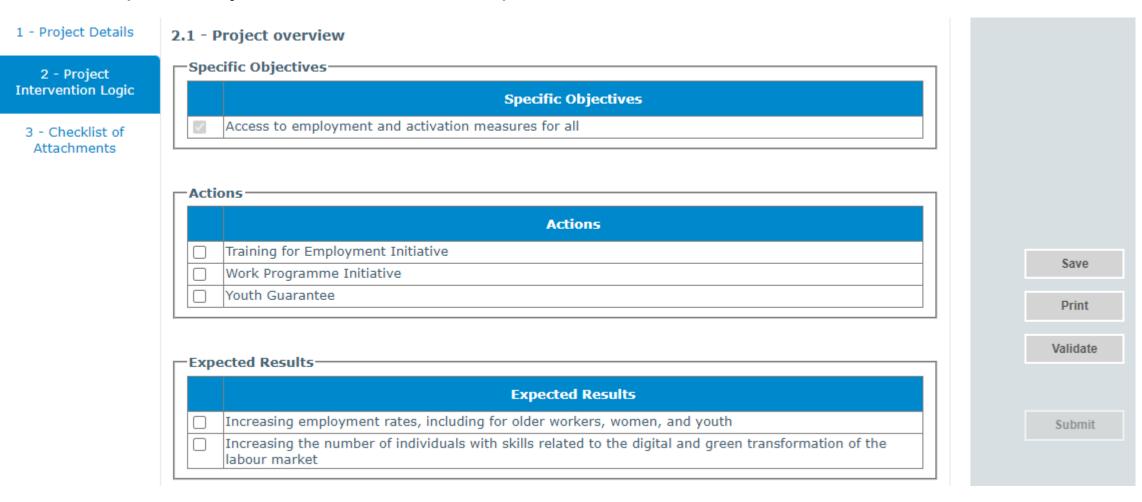




### **Submission of Application (5)**



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



### **Submission of Application (6)**



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

Output Indicators	Completion of Operation		ation
Output Indicators	Malta	Gozo	Total
ESO4.1 - EECO01 - Total number of participants			
ESO4.1 - EECO02 - Unemployed, incl. long-term unemployed			
ESO4.1 - EECO04 - Inactive			
ESO4.1 - PSO01 - Total number of participants below 30 years of age			

Result Indicators	Malta	Gozo	Total
ESO4.1 - EECR01 - Participants engaged in job searching upon leaving			
ESO4.1 - EECR03 - Participants gaining a qualification upon leaving			
ESO4.1 - EECR05 - Participants in employment six months after leaving			
ESO4.1 - PSR01 - Participants gaining a certification upon leaving			



## **Submission of Application (7)**



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

Organisation Details————		
Name of organisation		
Head of organisation		
Address		
Post Code		
Vat Number (if any)		
Type of Organisation	Select an Option	₩
Legal Status	Select an Option	₩
Entity Classification	Select an Option	₩
Project Leader		
Position within Organisation		
Phone number		
Email Address		
Contact Person		
Position within Organisation		
Phone number		
Email Address		
Position within Organisation Phone number Email Address	the Entity (e.g the Deed of Foundation) under the section checklist of attachments as	

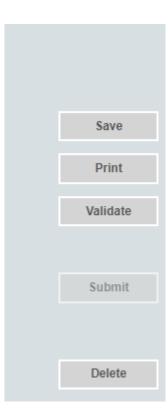
Save
Save
Print
Validate
Submit
Delete

### **Submission of Application (8)**



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





### **Submission of Application (9)**



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

Your draft / finalised application forms are listed hereunder.

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



#### **Contact Details**

Secretariat to the Project Selection Committee,

Planning and Priorities Co-ordination Division,

The Oaks Business Centre, Block B,

Triq Farsons, Malta

Tel: + 356 25552690

Email: fondi.eu@gov.mt

Website: <a href="https://fondi.eu/">https://fondi.eu/</a>





# Thank you!

