**Project Proposal**

**RURAL DEVELOPMENT PROGRAMME 2014-2022**

**Regulation (EU) 1305/2013 (EAFRD Regulation)**

**Call reference number: EAFRD/2024/M1.1/2**

|  |  |
| --- | --- |
| Call | 02 |
| Programme | Rural Development Programme 2014-2022 |
| Intervention | 1.1 – Support for Vocational Training and Skills Acquisition Actions’ |
| Reference Number *(For office use only)* | (For office use only) |

**DEADLINE: 6th June 2024 (12:00HRS CET)**

|  |
| --- |
| **⚠ 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, however, certain information may be shared with other competent authorities when deemed necessary for verification purposes.  Personal data will be handled in accordance with EU Regulation 2018/17252 to ensure compliance with the principles of transparency, proportionality, impartiality and legality.  Character limits:   * Most selection contain an indication of the maximum number of words allowed. The applicants should be guided by such indication in terms of details submitted per respective section. * Minimum font size: Calibri Light 11pt * 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. |

|  |  |  |
| --- | --- | --- |
| **HISTORY OF CHANGES** | | |
| **Version** | **Publication Date** | **Change** |
| 1.2 | 05.05.2024 | Publication of first version of calls |

# **Part A – Administrative Part**

## 

## Project Details

|  |  |
| --- | --- |
| **Project Title** | *[Max 15 words] Name of the Project* |
| **Project Duration** | The deadline for support under this Measure is the end of June 2025. Extensions beyond this date may be considered on a case by case basis. |

## Lead Applicant

*Tick only one option where applicable:*

|  |  |
| --- | --- |
| The Applicant | |
|  | Private Entity with a current license with the Malta Further and Higher Education Authority (MFHEA) and has at least one accredited (MFHEA) course related directly/indirectly to the agricultural, food and forestry sector |
|  | Public entity which has an interest in the in the agriculture, food and forestry sector |

### Applicant’s information

### Details Applicant

|  |  |
| --- | --- |
| **Name and Surname** | Clip or tap here to enter text. |
| **MFHEA License number** | Clip or tap here to enter text. |
| **Address – Street, Locality, Postcode** | ​​ Clip or tap here to enter text. |
| **Mobile Number[[1]](#footnote-2)** | Clip or tap here to enter text. |
| **E-mail Address[[2]](#footnote-3)** | Clip or tap here to enter text. |
| **Website (if applicable)** | Clip or tap here to enter text. |

### Details of Project Leader[[3]](#footnote-4)

|  |  |
| --- | --- |
| **Title** | ​​ Clip or tap here to enter text. |
| **Name & Surname** | Clip or tap here to enter text. |
| **Mobile Number[[4]](#footnote-5)** | Clip or tap here to enter text. |
| **E-mail Address[[5]](#footnote-6)** | Clip or tap here to enter text. |
| **Position within entity** | Clip or tap here to enter text. |

## Details of the contact person for the application / project implementation.

|  |  |
| --- | --- |
| **Contact Person** | Same as applicant  Same as project leader  OTHER (fill-in below) |
| **Tick, where appropriate, if the OTHER contact person is to be contacted at application stage, at project implementation, or both.** | Application Stage  Project Implementation |

|  |  |
| --- | --- |
| **Title (Mr, Ms…)** | Mr, Ms |
| **First Name and Surname** | Clip or tap here to enter text. | |
| **ID Number** | Clip or tap here to enter text. | |
| **Address – Street, Locality, Postcode** | Clip or tap here to enter text. | |
| **Mobile Number** | Clip or tap here to enter text. | |
| **E-mail Address** | Clip or tap here to enter text. | |

# **Part B – Technical Description**

## Course Details

*Project Description forms an integral part of the Application Form, and all Sections have to be completed by the Applicant for such applications to be eligible under this intervention.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Courses Details** | | | |
| **Name of course** | **Target Audience for the course** | **Location of training (local training, training carried out abroad, training including components both locally and abroad).** | **Short description of proposed course[[6]](#footnote-7)** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

## Envisaged course hours and students

DOUBLE-CLICK ON THE TABLE TO INPUT DETAILS.

**Training carried out locally (if course includes part delivered locally and part delivered abroad, please fill in table 1 and 2 respectively in the tables hereunder next to course name).**

In the case of training carried out locally, the applicant needs to write the course name, number of hours and number of participants.

**Table 1**

**Training Carried out Abroad**

|  |
| --- |
| **Applicant to explain why there is** lack of capacity, competence or expertise in organising such training course in Malta, |
| *Max. 300 works* |

**Table 2**

### Selection Criteria

**Project Proposal targeting multiple indicators *Note that this section contributes directly to the ranking criteria***

*Applicants are awarded points on the basis of how well their project proposal targets more than one indicator, and how well the proposal fits within the relevant priorities* ***(20 marks)***

|  |  |  |
| --- | --- | --- |
| **Project Indicators** | **Cross-Cutting Objectives of the RDP** *(tick where appropriate)* | |
|  | Environment: Support to the conservation of local genetic resources will lead to the reversal of biodiversity decline |
|  | Climate change mitigation and adaptation: Support in conservation, sustainable use and development of genetic resources in agriculture have beneficial effects through making Maltese agriculture more adaptable and resilient to climate change. |
|  | Innovation: Support for Maltese indigenous tree species and breeds of livestock, offer potential for further product development, enabling micro-enterprise and SMEs to develop niche products for the Maltese markets and for tourism. |
| **Needs of the RDP** | |
|  | Need 1: Water, Wastes and Energy |
|  | Need 2: Maltese Quality Produce |
|  | Need 3: Sustainable livestock: improving resource efficiency, competitiveness and productivity, and welfare |
|  | Need 4: Landscape and Environment – managing habitats and features |
|  | Need 5: Wider rural economy and quality of life |
| Max 200 words  *Explain how the project fits within the cross-cutting objectives and RDP needs selected* | |

**Preparedness/Readiness**

*Readiness refers to level of preparedness of the project to proceed with implementation.* **(10 marks)**

|  |  |
| --- | --- |
| Please explain level of preparedness of the project to proceed with implementation | Max 100 words |

### Organisational Capacity[[7]](#footnote-8)

*Organisational Capacity refers to capabilities of the applicant and any partner organisations (if relevant) in implementation similar projects, to ensure the successful implementation of the actions being proposed in this application form.* **(20 marks)**

|  |  |
| --- | --- |
| Please explain level of cost effectiveness of the project to proceed with implementation | Max 200 words |

## Cost Effectiveness[[8]](#footnote-9)

*Cost effectiveness refers to evidenced added value, effectiveness and reasonableness of costs proposed. The outputs and outcomes of the proposal should be proportionate to the level of funding offered. Project deliverability will also be assessed on the basis of whether competitive quotes have been sought, clear rationale in cases where the lowest valid offer is not chosen, whether the costs are realistic and whether the application shows how the project will be successful at the end of the contract* **(20 marks)**

|  |  |
| --- | --- |
| Please explain level of cost effectiveness of the project to proceed with implementation | Max 100 words |

## Complementarity

*Complementarity refers to the potential of the proposed project to lead to funding opportunities under other measures/funds* **(10 marks)**

|  |  |  |
| --- | --- | --- |
| Complementarity | Does this project proposal complement other projects implemented at international, national and/or entity level? | Yes  No |
| If yes, explain: | |
| Could this proposal lead to further opportunities for funding under different measures? | Yes  No |
| If yes, kindly indicate under which programmes the project or its extension could be supported: | |

## Horizontal Priorities

*Horizontal Priorities refer to interventions that contributes towards the promotion of equal opportunities, equality, non-discrimination and accessibility. This section also make reference to sustainable development in the areas of economic growth, social cohesion and environmental protection.* **(20 marks)**

|  |  |  |
| --- | --- | --- |
| **Equal Opportunities** | | **Briefly explain** |
| **Gender mainstream strategy** |  | Max 50 words  *How will the applicant ensure the promotion of equal opportunities, equality, non-discrimination and improved accessibility in the project?*  *Does the applicant have an appropriate policy on equality and diversity?*  *Have access requirements been taken into consideration (e.g. building, websites)?*  *Will the project create more jobs for a diverse range of applicants?* |
| **Equality between men and women** |  |
| **Non-Discrimination** |  |
| **Accessibility** |  |

## 

**Innovation**

*Points awarded in relation to the degree of innovation showed in terms of the subject/elements being addressed by the training module/demonstration activities/exchanges as well as the methodologies to be used (40 marks).*

|  |  |
| --- | --- |
| Please explain the level of innovation in the training provided | Max 400 words |

For information purposes, how did you get to know about this call?

|  |  |  |
| --- | --- | --- |
| **Newspaper Adverts** | | ​​☐​ |
| **Radio Promotion** | | ​​☐​ |
| **TV Promotion** | | ​​☐​ |
| **Social Media Promotion** | | ​​☐​ |
| **BiedjaCam/SMS** | | ☐ |
| **Other:** | ​ Max 10 words | |

## Supporting Documentation[[9]](#footnote-10)

### Supporting documentation required with regards to the applicant.

The applicants will be advised further, during the evaluation process, with regards to the submission of any necessary clarifications/documents required.

|  |  |  |  |
| --- | --- | --- | --- |
| The following sent in one compressed zipped folder to [**rdsubmissions.mesc@gov.mt**](mailto:rdsubmissions.mesc@gov.mt)   1. a soft copy of the application form 2. soft copies of **all** annexes, documents and supporting documentation.   **Each separate document** is to be individually presented and adequately titled for ease of reference. | Yes | No |  |
| Tax Compliance [[10]](#footnote-11)Certificate – A certificate issued not earlier than **three (3) months** from the date of the application, by the Office of the Commissioner for Revenue (CfR) confirming that the Applicant has submitted all returns and has no pending liabilities with CfR; or can otherwise provide official CfR documented evidence that an applicant is honouring an agreement for settling any outstanding amounts. | Yes | No | N/A |
| *Copy of VAT registration certificate.* | Yes | No | N/A |
| (Applicable for private companies)  Audited financial statements of year n-1and n-2[[11]](#footnote-12). If n-1 year audited accounts are not available, the applicant is to submit management accounts.  **In case of start-ups 1st year of Business:** If in the first year of business – existing management accounts at application date, cash flow and revenue projections for next year certified by CPA.  **In case of Start-ups 2nd year of business:** If in the second year of business- audited financial statements of n-1, if these are not available applicant is to submit management accounts. | Yes | No | N/A |
| (Not applicable to Natural i.e. individual persons) Current Memorandum of Association / Partnership Deed / Statute | Yes | No | N/A |

### Supporting documentation required related to proposed Project

|  |  |  |  |
| --- | --- | --- | --- |
| In the Case of private entities evidence that the entity is licensed with the MFHEA (as a training provider) and has at least one accredited course directly/indirectly related to the agriculture, food or forestry sector | Yes | No | N/A |
| Course content and structure for each Course applied for (including clear, concise course description and teaching methods) | Yes | No | N/A |
| Curriculum Vitae (CV) and qualification certificates of the Programme Coordinator/s involved in the delivery of the training programme | Yes | No | N/A |
| Curriculum Vitae (CV) and qualification certificates of the Trainers involved in the delivery of the training programme. | Yes | No | N/A |
| If an applicant is envisaging organising a course abroad due to lack of capacity to deliver this course in Malta, the applicant must submit evidence attesting to such lack of capacity in Malta, justifying such approach. | Yes | No | N/A |
| A declaration by the applicant, substantiated by relevant information, confirming that the training provided does not form part of established education system at secondary or higher levels. | Yes | No | N/A |

## Declarations

*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. These obligations shall be considered binding upon signing of the Grant Agreement if the application is approved for co-financing.*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | YES | NO |
| 1 | I declare that the entries in this Declaration form, the details in the whole Application Form which is being submitted and any other annexes enclosed are, to the best of my knowledge and belief, correct. |  |  |
| 2 | I confirm that access will be allowed to the sites which fall within the scope of this project, to any authorized person for the purpose of carrying out an inspection in order to verify the accuracy of the information in this application and subsequent submissions. |  |  |
| 3 | I will follow the set procedures by the Managing Authority with regards to any proposed changes to the project. |  |  |
| 4 | I 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. |  |  |
| 5 | I declare:  - to be fully compliant with the eligibility criteria set out in the call;  - to have the financial and operational capacity to carry out the proposed project. |  |  |
| 6 | I confirm that I am 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 guidelines to which this project relates. I 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 MA and ARPA and as described in and any manuals and guidance provided by the MA/ARPA/other stakeholders, as applicable. |  |  |
| 7 | I declare that this project is not being supported through other EU and/or National Funding nor have I presented, for the same project, other applications for public aid. I will abide by the principle of good governance and with the spirit of the Public Procurement Regulation on matters related to procurement as applicable. |  |  |
| 8 | I 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) |  |  |
| 9 | I declare that I will follow any applicable planning and environmental regulations as may be applicable to the proposed project. |  |  |
| 10 | I also declare that by submitting this application, I am hereby giving my consent for the publication of information related to the organisation and the project (including budget) as required by the applicable EU Regulations. |  |  |
| 11 | I declare to abide to the durability period obligations in line with the guidance notes. |  |  |
| 12 | If the project is approved, I agree to limit the number of change requests as stated in the Grant Agreement. |  |  |
| 13 | I agree to allow the Managing Authority to access all data necessary for the latter to be able to carry out its duties in line with applicable Regulations. Personal data transmitted to the Managing Authority and any other stakeholders within the scope of implementation of projects being co-financed by Cohesion Policy is processed, in accordance with the General Data Protection Regulation (EU) 2016/679 and any subsequent amendments. |  |  |
| 14 | I confirm that should the applicant benefit from a grant under this Measure, the applicant as beneficiary, must complete the project in accordance with the terms and conditions stipulated in the Grant Agreement. Should the beneficiary fail to do so, the beneficiary will not receive the grant and, if the beneficiary would have already received any payments from the grant, the beneficiary would have to reimburse the funds received and interest charges may be applied. |  |  |
| 15 | I declare that the investment is not a simple replacement. |  |  |
| 16 | I confirm that information will be provided on the results achieved following implementation of the project and the applicant undertakes to provide this information may be requested, during the durability period of the project. |  |  |
| 17 | I am fully aware that I must maintain the project as a going concern during the durability period of the project and I will be subject to ex-post on-the-spot checks. I understand that failure to do this will result in penalties or recoveries being applied. |  |  |
| 18 | I am fully aware that the ownership or the location of the project (or part of the project) must remain the same throughout the durability period, unless prior written approval of the Managing Authority is first sought; |  |  |
| 19 | I confirm that any further information will be provided as may be required by relevant stakeholders that may undertake audit checks and controls throughout the application and durability period. |  |  |
| 20 | I understand that I will not be eligible to apply for other grants or obtain additional funding for the same items if financed through this application. |  |  |
| 21 | I confirm that through this application, I am not requesting support to comply with minimum Union Law requirements that I am currently incompliant with and that have been in force for over 12 months from the date of my application, in line with Articles 17 (5) and (6) of EU Regulation 1305/2013. |  |  |
| 22 | I also understand that if the information included in the Application Form is found to be not factually correct, the application may be rejected, or the project withdrawn. |  |  |
| 23 | I understand that email communication on the email address provided to the Managing Authority in this application form maybe used for official communication/notification. |  |  |

* ***Declarations:*** Please read each declaration carefully and tick each box by clicking on it to appear as ☒. The declarations will become legally binding once the project is approved and the applicant has signed the Grant Agreement.

1. The mobile number is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-2)
2. The email address is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-3)
3. A project leader is the applicant him/herself (in case of natural persons) or a person from the applicant’s organisation who is financially and administratively responsible for the success and completion of the project. [↑](#footnote-ref-4)
4. The mobile number is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-5)
5. The email address is obligatory prior to issuing a grant agreement. [↑](#footnote-ref-6)
6. Please refer to course description that is to be submitted as part of the documentation along with the application. The MA may require additional details on the proposed courses. [↑](#footnote-ref-7)
7. Applicants will be required to obtain a minimum of 10 marks from this selection criterion. [↑](#footnote-ref-8)
8. Applicants will be required to obtain a minimum of 10 marks from this selection criterion. [↑](#footnote-ref-9)
9. Note that in case where applicable documentation is still missing at the time of the application, the MA will request the applicant to rectify their situation within a stipulated timeframe. [↑](#footnote-ref-10)
10. This can be retrieved from: https://cfr.gov.mt/en/eServices/Pages/IRD-Services-Online-Individual-Taxpayers.aspx [↑](#footnote-ref-11)
11. N is the calendar year when the Application is submitted [↑](#footnote-ref-12)