



GOVERNMENT
OF MALTA



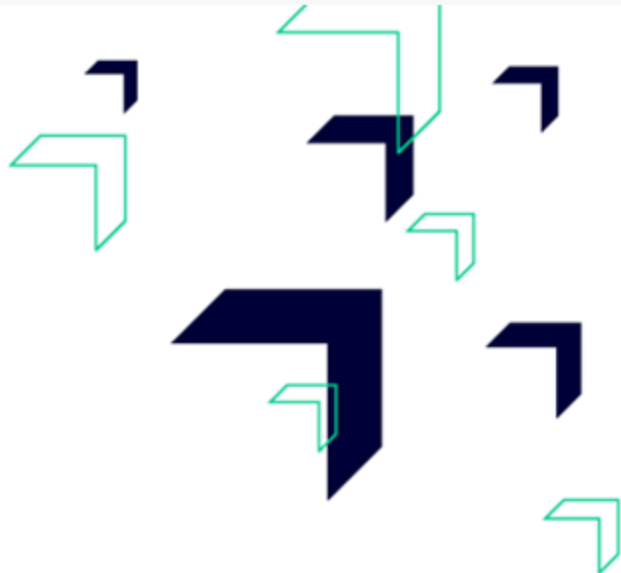
ESF+ Programme ESIF Policy 2021-2027

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

Call for Project Proposals

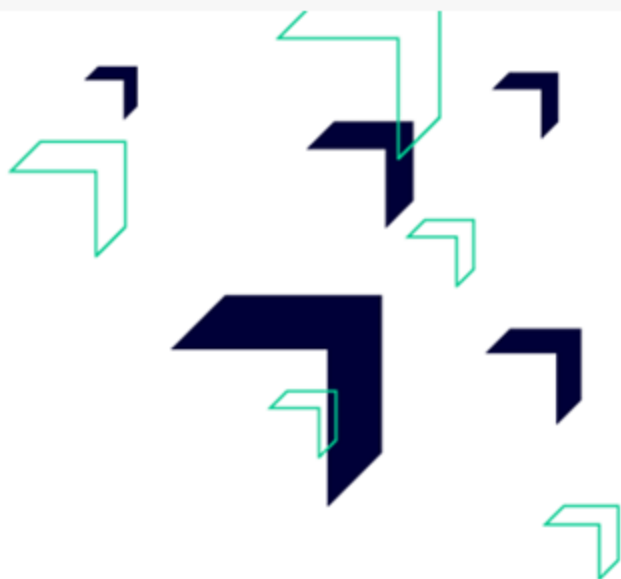
Information Session: Submission of
Application form

29th May 2025



Co-funded by
the European Union

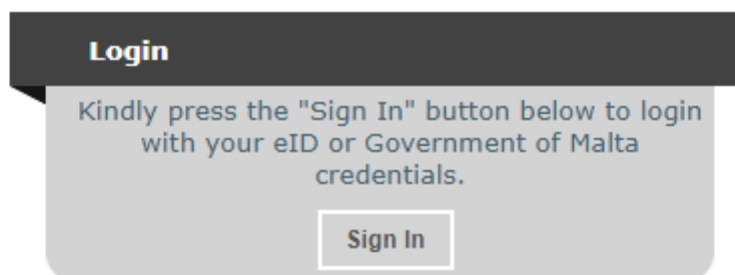
SFD Submission



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the European Union**

Submission of Application

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



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 [this link](#).
Previously created active accounts will need to link their account following the first sign in. This is a one-time task.

Submission of Application

- 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.



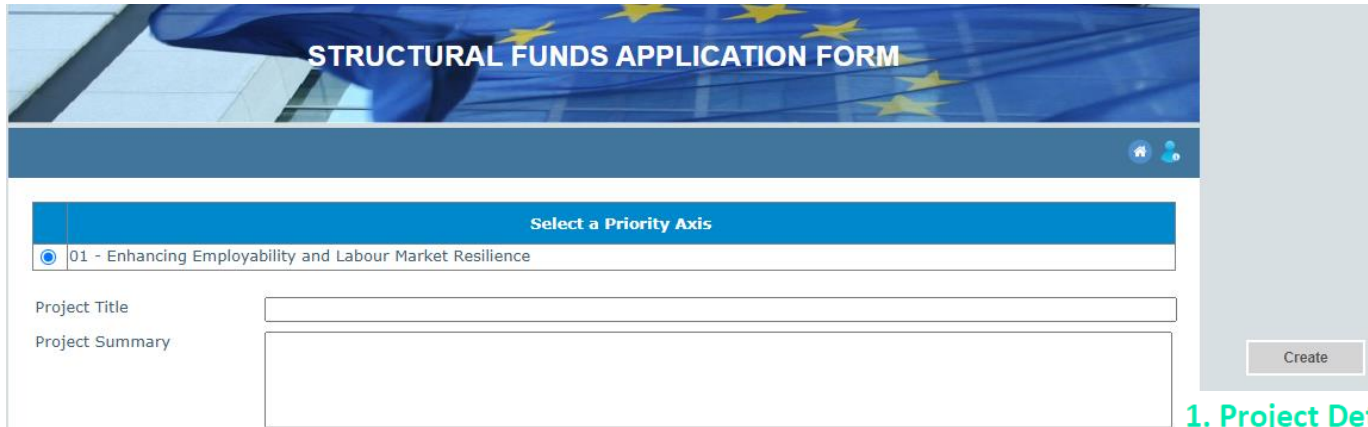
The list of open calls is displayed hereunder. Please select "New Application" next to the open call to initiate the application process within the call.

Open calls	Programme	Start Date	End Date	
Call 14 - ESO.4.1 - Access to employment and activation measures for all	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	11/05/2025 08:00:00	07/07/2025 12:00:00	New Application
Call 15 - ESO.4.7 - Lifelong learning and career transitions	ESF+ - Fostering the socioeconomic wellbeing of society through the creation of opportunities for all and investment in human resources and skills	11/05/2025 08:00:00	07/07/2025 12:00:00	New Application

Submission of Application

- Select the Priority listed and fill in the ‘Project Title’ and the ‘Project Summary’. Then click ‘Create’.

Screen



The screenshot shows the 'STRUCTURAL FUNDS APPLICATION FORM' interface. At the top, there's a header with the European Union flag and the text 'STRUCTURAL FUNDS APPLICATION FORM'. Below this, a blue bar contains the text 'Select a Priority Axis'. Underneath, a dropdown menu is open, showing '01 - Enhancing Employability and Labour Market Resilience' as the selected option. Below the dropdown, there are two input fields: 'Project Title' and 'Project Summary'. To the right of these fields is a large grey button labeled 'Create'.

Application Form

1. Project Details

Key Points

- Project title **cannot** be amended after clicking ‘Create’.
- If the Applicant needs to amend the title, they must create another application.

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 project value is to be inserted).
Summary	Provide a summary on the project.
<i>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</i>	<i>The summary shall include a broad description of the project idea, that is, the basic rationale for implementing the proposed project. A brief description of the aims, objectives, main activities and expected results.</i>

Submission of Application

Screen

1 - Project Details
2 - Project Intervention Logic
3 - Checklist of Attachments

1.1 - Executive Summary

Executive Summary – Executive Summary

Call

Call 2.3

Priority

01 Enhancing Employability and Labour Market Resilience

Project Title

Project Title

Project Summary

Project Summary

Start Date

End Date

Grant Requested

Amount of Public Funding needed for the Project

0.00

Save

Print

Validate

Submit

Delete

Application Form

1. Project Details

Project Title	<i>Name of the Project</i>
Start Date¹	<i>Enter date by when the project is estimated to start. This should also include the preparatory stage of the project.</i>
End Date²	<i>Enter date by when the project is estimated to be concluded.</i>
Total Project Cost	EUR (the total project value is to be inserted).
Summary <i>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</i>	<i>Provide a summary on the project.</i> <i>The summary shall include a broad description of the project idea, that is, the basic rationale for implementing the proposed project. A brief description of the aims, objectives, main activities and expected results.</i>

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

Submission of Application

- Go on **2 – Project Intervention Logic** (Left Side of the page)
- Fill in **Organisation Details** and Click **Save**

Screen

1 - Project Details

2 - Project Intervention Logic

3 - Checklist of Attachments

2.1 - Project overview

Organisation Details

Name of organisation	<input type="text"/>
Head of organisation	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Vat Number (if any)	<input type="text"/>
Type of Organisation	<input type="text" value="Select an Option"/>
Legal Status	<input type="text" value="Select an Option"/>
Entity Classification	<input type="text" value="Select an Option"/>
Project Leader	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>
Contact Person	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>

Please upload the Legal Act constituting the Entity (e.g the Deed of Foundation) under the section checklist of attachments as applicable

Application Form

2. Lead Applicant

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

Name	<input type="text"/>
Head of Organisation	<input type="text"/>
Legal Status	<input type="text" value="Choose an item."/>
Type of SME (if applicable)	<input type="text"/>
Registration / VO Number	<input type="text"/>
Legal Address	<input type="text"/>
Contact Number	<input type="text"/>
Contact E-mail	<input type="text"/>
Website	<input type="text"/>

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	<input type="text"/>
Position within the Organisation	<input type="text"/>
Office Address	<input type="text"/>
Contact Number	<input type="text"/>
E-mail address	<input type="text"/>
Main Contact Person ³	<input type="text"/>
Position within the Organisation	<input type="text"/>
Office Address	<input type="text"/>
Contact number	<input type="text"/>
E-mail address	<input type="text"/>

Submission of Application

- Go on **2 – Project Intervention Logic** (Left Side of the page)
- Fill in **2.1 – Specific Objectives, Actions, Expected Results** and Click **Save**

Screen

Specific Objectives	
<input checked="" type="checkbox"/>	Access to employment and activation measures for all

Actions	
<input type="checkbox"/>	Fostering a Culture of Social Entrepreneurship

Expected Results	
<input type="checkbox"/>	Increasing employment rates, including for older workers, women, and youth
<input type="checkbox"/>	Increasing the number of individuals with skills related to the digital and green transformation of the labour market

Save

Print

Validate

Submit

Application Form

9. Project Description

9.1 - Is the project contributing to the **specific objective** of this call?

ESO: 4.1. Access to employment and activation measures for all

☐ Yes

☐ No

9.2 - **Which** need is the project addressing in relation to the list of possible **interventions** as set out in the programme?

☐ Fostering a Culture of Social Entrepreneurship

9.5 - **What** are the expected **results** which the project shall be contributing to?

☐ Increasing employment rates, including for older workers, women, and youth;

☐ Increasing the number of individuals with skills related to the digital and green transformation of the labour market.

Submission of Application

- Fill in the ‘**Output Indicators**’ and ‘**Result Indicators**’ and click ‘**Save**’.

Screen

Output Indicators

Output Indicators	Completion of Operation		
	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

Result Indicators	Completion of Operation		
	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			

Save

Print

Validate

Submit

Delete

Application Form

12.1 – Output and Result Indicators Table

OUTPUT INDICATORS	Measurement Unit	Target 2029 and/or End of operation	
EECO01 – Total number of participants	Persons		
EECO02 – Unemployed, incl. long-term unemployed	Persons		
EECO04 – Inactive	Persons		
PSO01 – Total number of participants below 30 years of age	Number		
RESULTS INDICATORS	Measurement Unit	Minimum Target as at end of operation in line with ESF+ Programme	Target 2029 and/or End of operation
EECR01 – Participants engaged in job searching upon leaving	Percentage	35%	
EECR03 – Participants gaining a qualification upon leaving	Percentage	60%	
EECR05 – Participants in employment six months after leaving	Percentage	45%	
PSR01 – Participants gaining a certification upon leaving	Percentage	75%	

Submission of Application



FONDI.eu

- 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 documentation** which is relevant to the application and then click **'Save'**.

Screen

1 - Project Details

2 - Project Intervention Logic

3 - Checklist of Attachments

3.1 - Checklist of Attachments

Documents Checklist

Document	Uploaded File				
Duly completed signed scanned copy of application		Choose File	No file chosen	View	Remove
Copy in Word format of the full application form, including all annexes.		Choose File	No file chosen	View	Remove

Add supporting document

Save

Print

Validate

Submit

Delete

Application Form

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 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	

⁶ In the case of third-party resources or loan, relevant documentation should be submitted.

Document Description	Attachments to be uploaded in PDF format
Calculations of the annual (operational) costs	
Other supplementary documentation	
Other supplementary documentation	
Other supplementary documentation	

Submission of Application

- 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 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	Project Title		NO	View

Submission of Application

Applications 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.4.1. Access to employment and activation measures for all → **deadline 7th July 2025**

<https://fondi.eu/what-funding-is-available/access-to-employment-and-activation-measures-for-all-2/>

ESO.4.7. Lifelong learning and career transitions → **deadline 7th July 2025**

<https://fondi.eu/what-funding-is-available/lifelong-learning-and-career-transitions-3/>

Contact Details

Secretariat to the Project Selection Committee,
Planning and Priorities Co-ordination Division,

The Oaks Business Centre, Block B,

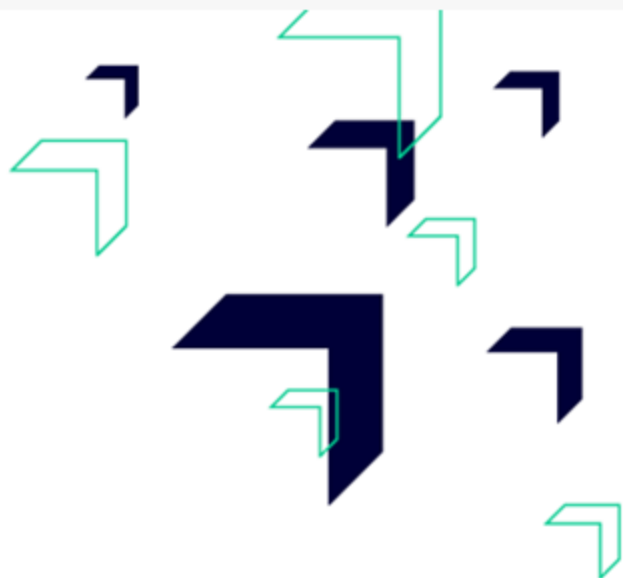
Triq Farsons, Malta

Tel: + 356 25552690

Email: fondi.eu@gov.mt

Website: <https://fondi.eu/>

Thank you !



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