

# **CIVIL SOCIETY FUND**

## **Grants for Civil Society Organisations**

**Managed by the Malta Council for the Voluntary Sector  
on behalf of the Ministry for Social Dialogue, Consumer  
Affairs and Civil Liberties**

**Guidelines for Applicants  
7<sup>th</sup> July 2016**

**CIVIL SOCIETY FUND**  
**GRANTS FOR CIVIL SOCIETY ORGANISATIONS**  
**Guidelines for Applicants 2016**

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## 1. Background

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Civil Society Organisations (hereinafter 'CSOs'<sup>1</sup>) are considered to be the backbone of any democratic society. CSOs often fail to adopt an active role at European Union (EU) level primarily because of financial restraints. As a result, the government is committed to provide financial incentives to support CSOs engagement in activities with other organisations not only at a local level but also at a European level with the aim to encourage the exchange of best practices, knowledge and information amongst organisations at a local and at an international level.

Potential applicants are encouraged to read the following Guidelines thoroughly in order to avoid submitting ineligible applications.

## 2. Purpose of the Civil Society Fund

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This call for proposals is intended to provide successful applicants with financial assistance for the purpose of facilitating their affiliation with and participation in European groupings, associations, federations, confederation networks, and training related to EU Policy/Programmes.

The objectives of the Civil Society Fund (CSF) are the following:

1. To assist CSOs to keep abreast with the developments occurring at an EU level;
2. To enable CSOs to better educate their members on EU matters related to their respective fields of competence; and
3. To enable CSOs to participate effectively in the decision-making process at a European level.

## 3. Eligible Actions

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Interested applicants may submit a proposal that corresponds to the following eligible actions:

**Action 1:** The affiliation of CSOs to European umbrella organisations, grouping, federations, confederations or networks.

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<sup>1</sup> According to the European Commission Civil Society Organisations (CSO's) encompasses non-governmental organisations (voluntary organisations), grassroots organisations, cooperatives, trade unions, professional associations, universities, media and independent foundations.

and/or

**Action 2:** Attendance at conferences, seminars and meetings abroad in relation to affiliations in European umbrella organisations, groupings, federations, confederations or networks and participation in Training Abroad related to EU Policy or Programmes.

Allocation of these funds shall be at the discretion of the evaluation committee responsible for allocating funds. The Committee will award the funds on the basis of the merits of the proposal submitted by the CSO according to the eligibility and selection criteria established in these Guidelines.

#### **4. Eligible Criteria**

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Eligible applicants are Civil Society Organisations that include one of the following:

- Voluntary, self-governing organisations not subject to direction by public authorities, independent of political control, enrolled and compliant with the Commissioner for Voluntary Organisations in terms of the Voluntary Organisations Act.
- Social Partners or any other Civil Society Organisation having official recognition under some specific law or regulation or administrative act<sup>2</sup>.
- CSOs that are established for the specific purpose of meeting needs in the general interest or in the interest of their mission statement and not having an industrial or commercial character.

Documents to proof the status of the organisation should be attached to the application form.

#### **5. Eligible Costs**

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1. Affiliation Fees, Flights (Annex I), Conference registration fees are considered as eligible costs.

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<sup>2</sup> Constituted Bodies benefiting from funds under other budget lines of the CSF or under any fund that may come into existence whereby such constituted bodies would be provided with financial assistance for EU-related activities are not eligible for co-financing under this call.

2. Once the grant is approved, a consequent subsistence fee will be reimbursed through a daily rate (Annex II).
3. VAT is eligible expenditure for reimbursement purposes, only if it is borne by the Beneficiary. VAT amounts should always be listed separately on invoice.

## **6. Exclusion Criteria**

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Potential applicants may not participate in this call for proposals or be awarded funds if:

- they are bankrupt or being wound up, or are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; and / or
- they have been convicted of an offence concerning professional conduct by a judgement which is *res judicata* (i.e. against which no appeal is possible) ; and / or
- they are guilty of grave professional misconduct proven by any means which the European Commission can justify; and / or
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the Maltese Law; and / or
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Malta's or to the Unions' financial interests; and / or
- they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement or other grant award procedure financed by the Union budget; and / or
- the CSOs are profit making organisations or political parties or organisations affiliated to such profit making organisations or political parties; and / or
- they are not constituted bodies and civil society organizations recognised by law or enrolled under the Voluntary Organisations Act; and / or
- the entities are presenting an application for funding not related to the purpose set out under the CSF eligibility criteria; and / or
- the entities are constituted bodies benefiting under Part A of the CSF; and / or
- they are already receiving public funding from any other government ministry, department or entity or other institution including European Union funds for the activities for which funding is being claimed under the CSF; and / or

- they are organisations that have benefited from a CSF grant in 2013-2014 or in any other previous call and have failed to submit the final technical report, or where such final technical report has not been approved by the CSF Committee.

## 7. Eligibility Period

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This call shall cover activities carried out during the **1<sup>st</sup> of July 2015 up till the 30<sup>th</sup> of June 2016**. Only activities that have already taken place during this time period are eligible.

## 8. Budget Available

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Financial contribution from the CSF will not exceed **80%** of the total eligible costs borne by the respective CSO and will not exceed the amount of **€6,000.00**, whichever is the lowest, for any one organisation. (*e.g. Total Project Cost: €7,500, Reimbursement: €6,000 , co-financing: €1,500*).

Amount awarded is subject to availability of funds. The Evaluation Committee may decide to allocate less than 80% to each application to support a larger amount of eligible applicants.

## 9. Documentation

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1. A complete application form (Annex 3).
2. In case of Action 1, proof of payment of the affiliation fee needs to be presented with the application form for the cost to be considered eligible.
3. In case of Action 2, conference invite, conference program, conference registration receipt, agenda, certificate of participation and other relevant documentation should be submitted.
4. With regards to flights original invoices<sup>3</sup>/fiscal receipts and boarding passes/e-ticket and all relevant proof of payment are to be presented.

Only proposals which are supported by the said documentation will be considered for reimbursement under this Call. **Incomplete application forms shall be automatically rejected.**

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<sup>3</sup> As per public procurement procedures.

## **10. Evaluation Process**

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Projects received will be evaluated by the CSF Evaluation Committee in accordance to the eligibility and selection criteria. All applications will be assessed according to the following criteria:

*(i) Eligibility of the applicants*

Verification that the applicant meets the requirements as per section 4 - 'Eligible Criteria' of the Guidelines.

*(ii) Verification that the application is complete in accordance with the checklist*

It is important that the applicant presents a complete application form, filled in with all relevant details and documentation. No outline applications, incomplete or handwritten applications shall be considered. Moreover, all required documentation pre-determined by the checklist is to be attached to the application form. It is important for applicants to ensure that all sections of the application form are completed and claims are clearly defined under Annex I and II. Applications received after the stipulated deadline will not be considered.

Following the eligibility check, those applicants that are found not to have submitted all the obligatory documentation as requested under Annex III and IV will be informed in writing by the CSF Evaluation Committee to submit the missing documentation within 5 working days of the written communication. Late submissions will not be considered. Failure to provide these documents after the stipulated period will render the submitted request ineligible.

## **11. Means of redress**

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If, at any stage of the administrative treatment of grant applications, the CSOs concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the Ombudsman in accordance with Chapter 385 of the Laws of Malta.

## **12. Approval of Grant**

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The CSF is a national fund. When the project is selected, the beneficiary will be bound by the principles of good governance, sound financial management and the relevant national regulations pertaining to public funds.

Upon approval of the proposal, the grant allocated will be paid out in full, provided that proof of expenditure of the total amount is submitted and that the grant shall not exceed 80% of the eligible expenses incurred by the CSO up to a maximum of €6,000.00.

### **13. Submission of Project Proposals**

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Applicants may download the application form, guidelines and Annex 1 to Annex 4 from <http://maltacvs.org/civil-society-fund/>

All eligible applicants are required to submit 2 spiral bound hard copies (1 original and 1 copy, typed not hand written), together with all the respective supporting documentation. The original financial documentation should be bound to the original application form<sup>4</sup>.

The applicants need to submit two soft copies; one in Word and one in PDF format that should be saved on a CD as part of the application form. Together with the application form, the budget breakdown should be saved on the same CD, as Excel version and all relevant documentation submitted as hard copies should be scanned as saved into a separate folder with reference to the actions that they will be supporting. The soft copies of all documents should be identical to the hard copies.

For ease of evaluation applicants are advised to divide and group the requested documentation; Quote, Invoice, Receipt, Proof of participation, and Proof of incurred expense to the organization together for each expense. It is advisable that the documentation is clearly divided and each document marked with appropriate reference numbers as indicated in Annex III and IV.

Applications are to be submitted in a sealed envelope by hand addressed to: The CSF Evaluation Committee, Volunteer Centre, 181, Melita Street, Valletta. Applications sent by any other means (e.g. by post, by fax or by e-mail) or delivered at any other addresses will not be accepted or deemed eligible.

Applicants are reminded to collect Acknowledgement Receipt upon submission.

Applicants should keep strictly to the format of the application and are to complete the application form carefully and as clearly as possible.

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<sup>4</sup> It is highly recommended that a copy of the application form, and a copy of all supporting documentation submitted should be kept at the offices of the CSO for future reference.



Applications should be submitted by the **12<sup>th</sup> of August 2016 by 12:00 CET (noon)**. Late applications will automatically be deemed to be ineligible.

For further guidance to potential beneficiaries, an information session will be held and details shall be made available on MCVS Official Website ([www.maltacvs.org](http://www.maltacvs.org)). It is highly recommended that interested applications attend this meeting.

The call for proposals will follow the below indicative timetable:

<b>Stage or Indicative Period</b>	<b>Date</b>
Publication of the call for proposals	13th July 2016
Information Session	Wednesday 27 <sup>th</sup> July 2016 18.00hrs CET (Volunteer Centre, Valletta)
<b>Deadline for submitting applications</b>	<b>12<sup>th</sup> August 2016 12:00 CET (noon)</b>
Evaluation Period of Proposals	September 2016
Completion of reimbursement procedure	October 2016

## Annex 1 – Calculation of Flights

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Type of Flight	Mean Amount
Region 1	€ 220.00
Region 2	€ 130.00
Region 3	€ 230.00
Region 4	€ 300.00
Region 5	€ 250.00
Region 6	€ 400.00

Region	Major Airports
Region 1	Athens, Catania, Rome, Reggio - Rome, Tripoli
Region 2	Bologna, Budapest, Geneva, Istanbul, Lyons, Marseille, Milan, Munich, Sofia, Stuttgart, Verona, Zurich
Region 3	Catania - Geneva, Catania - Munich, Frankfurt, Hamburg, Prague, Vienna
Region 4	Amsterdam, Berlin, Brussels, Dusseldorf, London Gatwick, London Heathrow, Paris
Region 5	Manchester
Region 6	Inter-connecting Flights

## Annex 2 – Per Diem Allowances

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The applicable daily rates of subsistence allowances (per diem allowances) are calculated to cover complete periods of 24 hours and are fixed for countries to which public officers may be sent for duty visits. The per diem allowance covers accommodation costs and subsistence allowance in respect of breakfast and two main meals, local travel, telecommunications and all other incidental and sundry expenses.

The applicable per diem allowances are set as follows (equivalent to Class B in the Public Service\_ MFIN Circular):

### **RATES: Per Diem Allowance for Duty Travel Overseas**

<b>COUNTRY</b>	<b>€</b>
ALBANIA	247
AUSTRIA	191
BELGIUM	206
BULGARIA	93
CROATIA	230
CYPRUS	202
CZECH REPUBLIC	196
DENMARK	230
ESTONIA	54
FINLAND	207
FRANCE	208
GEORGIA	227
GERMANY	177
GREECE	189
HUNGARY	189
ICELAND	108
IRELAND	216
ISRAEL	231
ITALY	196
LATVIA	179
LITHUANIA	156
LUXEMBOURG	201
MONACO	213
NETHERLANDS	224
NORWAY	173
POLAND	184
PORTUGAL	173
ROMANIA	189
RUSSIAN FEDERATION	349
SLOVAKIA	174
SLOVENIA	153
SPAIN	180
SWEDEN	218
SWITZERLAND	202
TURKEY	111
UKRAINE	312
UNITED KINGDOM	235

## Annex 3 – Application Form

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### GENERAL INFORMATION

Before completing this application form, please read the relevant guidelines of the Civil Society Fund. Links to this document and further information can be found on <http://maltacvs.org/civil-society-fund/>

In accordance with standard practice, the information provided in your application form may be used in order to evaluate and monitor the implementation of the Civil Society Fund. The relevant data protection regulations will be respected.

### SECTION 1: THE APPLICANT

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#### 1.1. Organisation Details

<b>Name of the Organisation:</b>	
<b>Acronym (where applicable):</b>	
<b>Legal address:</b>	
<b>Postal Code:</b>	
<b>Website:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Identification number of Voluntary Organisation or other proof of legal standing:</b>	
<b>Year Organisation was established:</b>	
<b>Number of Members registered with the organisation:</b>	
<b>VAT Registration No: (if applicable)</b>	

**1.2. Person responsible for the organisation (legal representative)**

<b>Name and Surname:</b>	
<b>Position in the organisation:</b>	
<b>Postal address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Fax Number:</b>	
<b>E-mail address:</b>	

**1.3. Contact Person for implementation of this project**

<b>Name and Surname:</b>	
<b>Position in the organisation:</b>	
<b>Postal address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Fax Number:</b>	
<b>E-mail address:</b>	

**1.4. VAT Status**

Does the organisation recoup VAT from the VAT Department?

Yes

No

If **Yes**, VAT will be considered an ineligible cost for the purposes of this project proposal.

If **NO**, please provide a short description of why the organisation is not in a position to recoup VAT.

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**SECTION 2: THE ORGANISATION**

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**2.1 Profile of the Organisation**

In the box below, please provide a general description of the organisation, including membership, objectives, area of experience and projects/activities that have been implemented (maximum one page).

**2.2 Experience in EU/national funding**

Please provide information about any type of European or national funds your organisation/group has received in the past two years. Please include name of programme, name of project, the awarding body, the year it was awarded and the amount of funds received.

<b>Name of Programme/Grant</b>	<b>Name of the Project</b>	<b>Awarding Body</b>	<b>Year of Award</b>	<b>Amounts of Funds Received</b>

## SECTION 3: PROPOSED ACTIONS 2015 - 2016

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### 3.1 Eligible Actions

From the list provided, please identify the eligible action that is **most** relevant:

<b>1</b>	Affiliation Fee in <b>European</b> umbrella organisations, groupings, federations, confederations or networks.
<b>2</b>	Attendance at conferences, seminars and meetings abroad on matters <b>related to the EU</b> and in relation to affiliations in <b>European</b> umbrella organisations, groupings, federations, confederations or networks.

#### 3.1.1. Project Description (in Case of Affiliation Fee)

If you are applying for more than one affiliation fee, please insert the same details as indicated below for each affiliation.

*If you only ticked eligible action 2, please proceed to the next table.*

Action 1:	
Reference number as assigned in Annex IV – budget breakdown table (to be submitted with this Application Form).	
Name of European umbrella organisation/grouping/federation, confederation or network:	
Postal Address:	
Website:	
Telephone number:	
Brief description on the European umbrella organisation/grouping/federation, confederation or network:	

**3.1.2 Project Description (in Case of Conferences/seminars/meetings/training in EU policy or programmes)**

If you ticked eligible action 2, please provide a description of your project proposal in the table below. If you are applying for more than one event, please insert the same details as indicated below for each event.

<b>Action 2</b>	
<b>Reference numbers as assigned in Annex IV– budget breakdown table (to be submitted with this Application Form).</b>	
<b>Name of Organiser of the Conference/ seminar/ meeting/ EU related Training</b>	
<b>Postal Address of the organiser</b>	
<b>Telephone number</b>	
<b>Website of the organiser</b>	
<b>Brief description of the conference/seminar/meeting organiser</b>	
<b>Date of the conference/seminar/meeting</b>	
<b>Venue / Location (Place &amp; country)</b>	
<b>PLEASE REMEMBER TO ATTACH THE ACTIVITY PROGRAMME FOR EACH TRAINING/CONFERENCE/SEMINAR/MEETING WITH THE APPLICATION FORM</b>	

Please provide a description of the training/conference/seminar/meeting: *(maximum of two pages)*



### **3.2 Project Justification**

Please explain the relevance of the proposed activity/activities towards strengthening and enhancing the development of (i) your organisation and (ii) Malta (maximum one page)

**NB: IN CASE OF MORE ACTIVITIES, PLEASE INSERT THE SAME TABLES AS ABOVE FOR EACH ACTIVITY**

## **SECTION 4: PUBLICITY**

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### **4.1 Dissemination of Results**

Please indicate the measures planned to disseminate the outcome of the project proposal to  
(a) the members;  
(b) the general public

## SECTION 5: DECLARATION BY THE APPLICANT

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I declare that the entries in this form and the details in the **Application Form** and any other annexes enclosed are, to the best of my knowledge and belief, correct.

I declare that the organisation has not received public funding from any government ministry, department or entity or other institution including European Union funds for the activities for which funding is being claimed in this application.

I acknowledge that the application will be subject to regular monitoring/auditing and undertake to keep adequate records for this purpose in line with instructions received from the Civil Society Fund (CSF) Committee.

I hereby authorise the CSF Committee to check the veracity of all documentation relating to this application if and when required without the need of obtaining my permission.

I understand that if the information included in the Application Form is found not to be factually correct, the application may be rejected.

I understand that if the application is incomplete in all relevant detail and every aspect, including this section, it may also be rejected.

<b>Name and Surname:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Signature:</b>	

**Applicants must present a complete Application Form, filled in with all relevant details and documentation including documents requested in Annex 1 and Annex 2 – Budget Breakdown. Incomplete applications will not be considered.**

## SECTION 6: SUMMARY APPLICATION DETAILS

**Applicant Name:**

**Address:**

**Tel. No:**

**Mobile No:**

**Email:**

**Amount Funding Sought:**

*For official use only:*

Application Date:

Acknowledgement sent:

Evaluation Date:

Funding Approved: €

## SECTION 7: CHECKLIST OF ATTACHMENTS

(Please tick to ensure that all documents have been submitted)

	1 original and 1 copy (in paper format) of the application form including annexes and any other supporting documents. Each copy should be spiral bound separately.
	Soft copy (on CD) of the application form and Annex IV – Budget Breakdown
	Copy of the certificate of enrolment as a Voluntary Organisation (obligatory)
	Audited accounts of the last financial year of the Organisation (obligatory)
	Statute of the Organisation (obligatory)
	Proof of affiliation (obligatory, where applicable)
	Activity Programme of each conference/seminar/meeting (obligatory where applicable)
	ORIGINAL receipts and / or other proof of payment (obligatory) <b><i>It is important that all items of expenditure are inserted in Annex IV – Budget Breakdown are annotated appropriately<sup>5</sup></i></b>
	ORIGINAL Boarding passes and/or electronic tickets in case of claims for flight cost reimbursements (obligatory)

The application form and annexes must be submitted **BY HAND** in sealed envelopes addressed to **Fund Manager, Volunteer Centre, 181 Melita Street, Valletta VLT 1129, Malta** by **12<sup>th</sup> August 2016 12:00 CET (noon)**.

**Applications that are not submitted by hand and late submissions will not be accepted.**

<sup>5</sup> Please refer to Guideline for Applicants

## Annex 4 – Expenses Sheet

	A	B	C	D	E	F	G	H	I	J
1	<b>ACTIVITY ONE:</b>									
2	Reference Number[1]	Item of Expenditure	Procurement Procedure	Suppliers Name[2]	Invoice Number	Receipt Number	Cheque Number/ Bank Transfer	NET Amount (€)	VAT/other taxes (€)	Total Amount (€)
3	1a									
4	1b									
5										
6										
7	<a href="#">[1] This number should be written on the receipt, boarding pass or any other proof of payment that should be attached to the application form. Please refer to guidelines notes in the Section: Structured Guidelines to the Application Form.</a>									
8	<a href="#">[2] Name of the company/ supplier form where the item of expenditure was procured.</a>									
9										

Figure 1: Excel sheet 1 for Action 1 to include declared expenses and all relevant documentation for Affiliation Fees

	A	B	C	D	E	F	G	H	I	J
1	<b>ACTIVITY TWO:</b>									
2	Reference Number[1]	Item of Expenditure	Procurement Procedure	Suppliers Name[2]	Invoice Number	Receipt Number	Cheque Number/ Bank Transfer	NET Amount (€)	VAT/other taxes (€)	Total Amount (€)
3	2a									
4	2b									
5	2c									
6	2d									
7										
8										
9										
10										
11										
12										
13										
14										
15	<a href="#">[1] This number should be written on the receipt, boarding pass or any other proof of payment that should be attached to the application</a>									
16	<a href="#">[2] Name of the company/ supplier form where the item of expenditure was procured.</a>									
17										

**Figure 2: Excel sheet 2 for Action 2 to include declared expenses and all relevant documentation for Case of Conferences/seminars/meetings/training**