

# A4U – Assistance for you

Guidelines – 2018

This support scheme is administered by Aġenzija Żgħażaġħ within the Parliamentary Secretariat for Research, Innovation, Youth and Sport

## **Aim**

Through this scheme, Aġenzija Żgħażaġħ aims to support youth organisations in order to grow and further develop the services that they provide to young people and the community.

Youth organisations are invited to come up with initiatives that will help them strengthen and develop the service, mission and identity of their respective organisation.

Organisations are to come up with initiatives to:

- improve/refurbish the premises;
- purchase resources;

The initiatives proposed cannot generate any form of financial gain.

## **Criteria for eligibility**

Organisations that are eligible to apply:

1. Have to provide a service to young people that are between 13 and 30 years of age.
2. Have to be officially registered as a Voluntary Organisation with the Commissioner for Voluntary organisations and compliant with the Commissioner for Voluntary Organisations as at date of application.
3. Have to be registered members of Aġenzija Żgħażaġħ.

**Band clubs and organisations that operate within a scholastic environment are not eligible for this scheme.**

## **Applications will be evaluated in relation to the following criteria:**

1. Relevance to the theme/s indicated on the proposal
2. The active participation of young people
3. Applications that are duly and clearly filled in a logical manner and that reflects the aims of scheme.
4. Innovation and creativity of the initiative
5. Sustainability and continuation of the initiative
6. Realistic budget

The maximum budget allocated to each initiative is of €1,500. Organisations can apply for projects that exceed the allocated budget as long as they state the total amount involved and clearly indicate the expenses that will be covered by the organisations. Once the application is accepted

the organisations will be provided with 50% of the budget that is approved by the selection board. The remaining 50% will be refunded to the organisations after they present the final report together with all the official fiscal receipts and the documentation related to the global expense of the initiative.

### Obligations of the youth organisations

Youth organisations:

- have to submit the relevant application (this application can be downloaded from [www.agenzjazghazagh.gov.mt](http://www.agenzjazghazagh.gov.mt)) and provide all the information requested in the said application. Applications that do not include all the information requested and are not in the format provided will not be accepted. In case of difficulties you can contact the officer in charge.
- have to ensure that any material that is either printed or audio visual that is related to any aspect of the initiative have to include the logos of Agenzija Zghazagh and the Parliamentary Secretary for Research, Innovation, Youth and Sport.
- have to inform the officer in charge when all the activities are being held or are completed, depending on the nature of the initiative in order to schedule the spot check.
- have to take part in an activity that is organised by Agenzija Zghazagh and present their initiative to other organisations and the public. Details related to this activity will be announced at a later stage.
- Have to present a final report of the initiative that includes a detailed financial report together with all the original fiscal receipts by end October 2018.
- Have to implement the initiative between February and mid-October 2018.

Youth organisations have to submit the application together with all the documentation requested (as indicated in the application) by Friday 1<sup>st</sup> December 2017 by not later than noon (12:00pm) through the portal [www.vofunding.org.mt](http://www.vofunding.org.mt). Late applications will not be considered.

The applications will be assessed by a selection board in relation to a set of stipulated criteria. The selection board will announce the selected initiatives that will be awarded funding.

### Submission of Project Proposals

<p><b>Where to apply?</b></p>	<p>✓ Online e-applications must be submitted to the Malta Council of the Voluntary Sector on line and can be found on the MCVS home page <a href="http://www.vofunding.org.mt">www.vofunding.org.mt</a></p>
<p><b>How to apply?</b></p>	<p><b><u>Step One: Access Website</u></b></p> <p>✓ Access the link: <a href="http://www.vofunding.org.mt">www.vofunding.org.mt</a></p> <p><b><u>Step Two: Register the Voluntary Organisation</u></b></p>

	<ul style="list-style-type: none"> <li>✓ Click on the register button (top right)</li> <li>✓ Fill in details (important to include the official email address of your organisation e.g. <a href="mailto:info@mcvs.com">info@mcvs.com</a>)</li> <li>✓ Click on submit</li> <li>✓ A message stating <i>"Thank you for registering. Your registration will be validated within one (1) working day. Following validation, you may proceed with the online e-application"</i></li> </ul> <p><b><u>Step Three: Validation of Registration</u></b></p> <ul style="list-style-type: none"> <li>✓ After registering kindly wait for validation issued by the Malta Council for the Voluntary Sector since we need to confirm that the details inputted are congruent to our database.</li> <li>✓ Once your registration is approved the email address that you would have submitted will be used for all sort of correspondence related to the various funding schemes.</li> <li>✓ The validation will be granted by a maximum of one WORKING day after registering.</li> </ul> <p><b><u>Step Four: E-application form</u></b></p> <ul style="list-style-type: none"> <li>✓ Access the e-application form of the specific funding scheme.</li> </ul>
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**For further information:**

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