



MINISTRY FOR GOZO

Ministry for Gozo Non-Governmental Organisations Assistance Scheme 2018

Guidelines for Applicants



Date : Janaury 2018

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PART A - GENERAL INFORMATION ABOUT THE SCHEME

1. Introduction

The **Ministry for Gozo Non-Governmental Organisations Assistance Scheme 2018**, herein referred to as the 'Scheme', is a Ministry for Gozo initiative designed to provide support and facilitate the realisation of small initiatives on the Island of Gozo by Voluntary Organisations during 2018.

This call for proposals is being issued by the Ministry for Gozo and these guidelines constitute an integral part of this call for proposals.

The initiatives could be projects, activities and events. These guidelines are designed to assist applicant Voluntary Organisations seeking funding opportunities for small initiatives that can make a real direct difference for the residents in Gozo.

The guidelines are available on the Ministry for Gozo portal: www.mgoz.gov.mt and the Voluntary Sector Funding portal www.vofunding.org.mt

1.1 Objectives

The objectives establishing the Scheme are the following:

- 1.1.1 To enhance the social, cultural, economic and ecological fabric of the Gozitan society;
- 1.1.2 To promote and encourage a culture of volunteering and the participation in volunteer activities amongst the Gozitan society;
- 1.1.3 To stimulate co-operation and networking between voluntary organisations;
- 1.1.4 To foster co-operation between Voluntary Organisations and the Ministry for Gozo through collaborative initiatives.

1.2 Priorities

In addition to the above-mentioned objectives, specific priorities have been established for the Scheme. These are:

1.2.1 Volunteering

This priority is intended to encourage initiatives aimed at raising awareness of the value and importance of volunteering as a form of active engagement and as a tool to develop or improve competences for personal, social and professional development.

1.2.2 Eco Gozo

This priority is intended to encourage initiatives that enhance the quality of life of the Gozitan Society, encourage sustainable development, reduce carbon and water footprints and protect the Gozitan lifestyle, identity and the island's resources.

1.2.3 Education

This priority is intended to encourage initiatives that address issues related to education with special focus on the support of marginalized and more challenged groups within the Gozitan community.

1.2.4 Arts, Culture and Sports

This priority is intended to encourage initiatives aimed at raising people's awareness to the various aspects of the artistic and cultural heritage of the Gozitan society through various local initiatives as well as to encourage initiatives aimed at raising people's awareness of the sports sector, highlighting its contribution to healthy living and social development.

1.2.5 Research

This priority is intended to encourage initiatives addressing research to compliment other priorities addressed in this call. Research can be carried out in regard to all aspects of the organisation such as capacity building, services, training and volunteering. The sector is constantly seeking to identify innovative approaches through an evidence based approach which will induce the organisations to become more effective and relevant towards societal needs.

1.3 Financial Assistance and Budget of the Scheme

1.3.1 Grant Payment

The Financial Assistance being provided under the Scheme is a grant payment for those proposals which fall under the established Objectives and Priorities, following a Selection Process.

A grant payment will be effected following the successful realization of the initiative and the submission of a satisfactory final report, inclusive of complete financial documentation.

1.3.2 Budget

The fund for the 2018 Scheme will be € 100,000. The Permanent Secretary within the Ministry for Gozo, on the advice of the Scheme's Selection and Review Committee may decide to increase the number of awarded proposals in the case of residual funds and also reserves the right not to allocate all the funds available. The decision of the Permanent Secretary is final and indisputable.

2. Criteria of Award

The scope of this Scheme is to augment the number of initiatives undertaken/held in Gozo by Voluntary Organisations. To realise this, the Ministry for Gozo will be ranking the submitted proposals based on the Best Quality Budget Ratio.

2.1 Best Quality Budget Ratio

The Best Quality Budget Ratio is established by weighing the quality of the proposed initiative against the sum requested to realize it on a 60/40 basis respectively. This is done by multiplying:

- The Quality Scores awarded to the proposals by 0.60
- The Eligible Budget scores awarded to the proposals by 0.40

A Selection and Review Committee will be appointed to assess the submitted proposals in relation to the Criteria of the Scheme – Part B of this Guidelines.

2.1.1 Quality Assessment Criterion

The Selection and Review Committee will evaluate the quality of the proposals in relation to the objectives of the Scheme and award a score out of a maximum of 100 based on the Quality Award Criteria. The score given will be multiplied by the weighting indicated against the Quality Assessment Criterion of 0.60 - as indicated in Part A, Section 2.1 of this guidelines.

In order to be considered for Grant Award, a proposal must attain an average Quality score of 50. Those that do not obtain this Quality threshold will not be considered for Grant Award.

The proposal achieving the highest Quality score will be awarded 100% of the Quality Weight. The other proposals will be awarded scores in proportion to the offer with the highest Quality Score as per the formula hereunder:

$$\text{Quality Score} = \frac{\text{Average Quality Score of the Respective Proposal}}{\text{Highest Average Quality Score}} \times \text{Quality Weight}$$

2.1.2 Budget Consideration Criterion

The Selection and Review Committee will also assess the eligibility of the sum being requested to realize the project/activity/event.

The proposal with the lowest eligible sum requested will be awarded 100% of the Eligible Budget Weight. The other proposals will be awarded scores in proportion to the proposal with the lowest eligible budget as per the formula hereunder;

$$\text{Budget Score} = \frac{\text{Proposal with the Lowest Eligible Budget}}{\text{Eligible Budget of the proposal Being Considered}} \times \text{Budget Weight}$$

2.1.3 Overall Best Quality Budget Ratio Evaluation

The final mark of each proposal will be determined by adding the respective Quality Assessment and Budget Consideration Scores. Annex II – Best Quality Budget Consideration Ratio Evaluation Formula; portrays how the final mark will be computed.

2.2 Maximun Amount to be granted

The acceptance of a proposal does not necessarily constitute an undertaking to award funding equal to the amount requested by the applicant.

The maximum amount that can be granted will not exceed €5000 per proposal.

The Ministry for Gozo may decide to increase the number of approved proposals for funding in the case of residual funds. Should this procedure be implemented the amount on the residual fund will be allocated to the proposals that were deemed eligible but were not benefiting according to the ranking list.

The decision of the Ministry for Gozo is final and without recourse.

3. What is the structure of the Scheme?

3.1 Eligible Initiatives

The Scheme foresees the funding of projects, activities, events which fall under the established objectives and priorities.

3.2 Criteria

To be eligible for funding, Voluntary Organisations must, by the closing date of this call:

3.2.1 Eligible Organisations

- Be enrolled as a Voluntary Organisation in terms of the Voluntary Organisations Act, (Chapter 492 of the Laws of Malta);
- Be fully compliant with the requisities of the Voluntary Organisations Act;
- Fall in Category 1 or Category 2 enrolled Voluntary Organisations as defined in Legal Notice 379 of 2012;

Extract from Legal Notice 379 of 2012:

Category 1 enrolled voluntary organisations means those enrolled voluntary organisations whose annual revenue does not exceed or is equal to twenty thousand euro (€ 20,000) ;

Category 2 enrolled voluntary organisations means those enrolled voluntary organisations whose annual revenue exceeds twenty thousand euro (€ 20,000) but does not exceed or is equal to two hundred thousand euro (€ 200,000)

3.2.2 Eligible Proposals

- Be initiatives that address at least one Objective and one Priority; (*Additional marks maybe given if any proposal addresses a number of objectives and priorities*);
- Be Initiatives Implemented/Held entirely in Gozo;
- Be Initiated not earlier than the **1st January 2018**;
- Be completed by the **25th November 2018**;

3.2.3 Eligible Applications

- Be submitted by the closing date of this call for proposal;
- Be submitted online through the apposite e-application form. (*No other form of transmission will be accepted.*)
- Contain all the relevant information required at the point of e-application.

4. Who implements the Scheme?

The Ministry for Gozo is ultimately responsible for the administration of the Scheme. It established the budget and set the objectives, priorities and criteria for the Scheme. Furthermore, it manages, the general implementation, follow-up and evaluation of the Scheme.

The Ministry for Gozo will also:

- Provide appropriate information on the Scheme;
- Administer a transparent and equitable selection process for applications to be funded;
- Provide effective and efficient administrative processes;
- Evaluate and monitor the implementation of the Scheme;
- Improve the visibility of the Scheme;
- Promote the dissemination and exploit the results of the Scheme.

PART B - INFORMATION ABOUT THE SCHEME

| 5.1 General Information | |
|---------------------------------|--|
| Where to apply? | <ul style="list-style-type: none"> • An e-application must be submitted online through the apposite Malta Council for the Voluntary Sector funding portal www.vofunding.org.mt. • An apposite link can also be found in the Ministry for Gozo's website www.mgoz.gov.mt. |
| When to apply? | <ul style="list-style-type: none"> • The e-application shall open on Monday, 29th January 2018. • The application must be submitted by noon of Wednesday, 28th February 2018. |
| Number of e-applications | <ul style="list-style-type: none"> • Only one application per registered Voluntary Organisation shall be submitted by the established deadline. This implies that a Voluntary Organization may either submit an application on its own or as a beneficiary with other Voluntary Organizations. |
| How to apply? | <p>Step One: Access Website</p> <ul style="list-style-type: none"> • Access the link: www.vofunding.org.mt; <ul style="list-style-type: none"> ○ If the applicant is registering for the first time, on the Malta Council for the Voluntary Sector Funding portal www.vofunding.org.mt, kindly proceed to Step Two. ○ If the applicant is a registered Voluntary Organisation on the Malta Council for the Voluntary Sector Funding portal proceed to Step Four. <p>Step Two: Register the Voluntary Organization</p> <ul style="list-style-type: none"> • Click on the register button (top right) |

| | |
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| | <ul style="list-style-type: none"> • Fill in details (important to include the official email address of your organization; • Click on submit; • 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 application.”</i> <p>Step Three: Validation of Registration</p> <ul style="list-style-type: none"> • After registering kindly wait for validation issued by the Malta Council for the Voluntary Sector since the details inputted must be verified. • 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. • The validation will be granted by a maximum of one WORKING day after registering. <p>Step Four: Application form</p> <ul style="list-style-type: none"> • Access the application form of the specific funding scheme. • Fill in and upload all necessary documentation. Once the application form is fully compiled, the “Submit” button will appear. • Application form will be officially submitted only after you click the “Submit” button . <p>Important Note: If any information is changed from the user profile, the validation procedure will be reactivated.</p> |
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What are the criteria used to assess a proposal?

| | |
|---------------------------------|---|
| 5.2 Eligibility Criteria | |
| Eligible applicants | <ul style="list-style-type: none"> • The applicants must be non-profit and non-governmental Voluntary Organisations; • The applicants must be enrolled with the Commissioner for Voluntary Organisations; |

| | |
|---|---|
| | <ul style="list-style-type: none"> The applicants must be in compliance with the requisites of the Voluntary Organisation Act by the closing date of this call for proposal. |
| Duration for the realization of the initiative | <ul style="list-style-type: none"> The applicants will be required to implement the project or hold the activity/event during 2018. This implies that any preparatory work/quotations shall not be initiated/sought before the 2nd January 2018 and all relevant payments to third parties be affected by no later than the 28th November 2018. |
| Timetable of the realization of the project or the holding of the activities/events. | <ul style="list-style-type: none"> An overview of the Activity must be annexed to the online application form. |
| Other | <ul style="list-style-type: none"> Protection and safety of participants: The applicant must guarantee that appropriate measures are implemented to ensure the safety and protection of participants involved in the initiative. |
| 5.2 Exclusion criteria | |
| Exclusion criteria | <ul style="list-style-type: none"> The applicants must show that they are not in any of the situations which would prevent them from receiving financial support granted by this Scheme. |
| 5.3 Selection Criteria | |
| Financial capacity | <ul style="list-style-type: none"> The applicants must show that they have stable and sufficient sources of funding to support the financing of this initiative for which they have applied. |

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|---|--|
| Operational capacity | <ul style="list-style-type: none"> The applicants must show that they have adequate operational capacity, that is the necessary human resources, competencies and motivation to complete the proposed initiative. |
| 5.4 Quality Assessment Criteria | |
| Assessment Criteria | Points |
| The quality of the proposal (content and methodology) | 20 |
| Relevance towards the Objectives of the Scheme | 15 |
| Relevance towards the Priorities of the Scheme | 15 |
| Clarity of Application Form | 10 |
| The extent of active participation of the local community in Gozo | 10 |
| Involvement of people with fewer opportunities | 10 |
| The potential of the initiative in offering continuity and legacy | 10 |
| The visibility of the initiative | 10 |
| | |
| Total Marks | 100 |

PART C - INFORMATION FOR APPLICANTS

6. How to formulate a good proposal?

The Eligibility Criteria and Quality Assessment summarized in Annex I, lists the criteria against which a proposal will be assessed.

6.1 Quality of Design

6.1.1 Quality of the preparation phase

The preparation phase is of crucial importance for the success of any initiative. During this phase, the Voluntary Organisation should choose and agree on a theme relevant to the organisation and to the local community. It should define the objectives and set the priorities it intends to attain, determine who will be the intended beneficiaries and establish how it seeks to implement and measure the deliverables.

6.1.2 Quality of the programme of undertakings

The proposal should include a well-structured programme that ought to be linked to the objectives and priorities set. The tasks to be undertaken - to realize the programme; should be clearly defined in a well-structured time table and must be realistic and balanced.

6.1.3 Quality of proposal content and methodology

The initiative should have a clearly identified theme and should reflect the interests and needs of the intended beneficiaries. The theme should be translated into concrete tasks and projected outcomes. The target population is to be identified and the applicant must demonstrate how these will be effected.

6.1.4 Active involvement of participants

The initiative should engage the active involvement of the members of the Voluntary Organisation and the participants from the local communities, in particular the identified target population. The extent of involvement of the participants should also be designated as a deliverable of the initiative.

6.1.5 Quality in the publicity of the initiative

The impact of this Scheme should not be limited to the identified target population. Applicants should, as much as possible, involve other members of the community.

They should therefore also consider measures aimed at enhancing the visibility of the initiative.

7. What do you have to do in order to submit a proposal?

To submit a proposal under the Scheme, you must affect the following three steps:

- a) Check that the proposed initiative complies with the objectives and priorities of the Scheme.
- b) Check that an accurate budget proposal has been prepared.
- c) Fill in the e-application form without leaving any missing Annexes that are required.

7.1 Check compliance with the Scheme criteria

As a potential beneficiary, you must verify and ensure that your proposal:

- Is compliant to the criteria set;
- Adheres to Government public procurement regulations;
- Does not include any Exclusion criteria;
- Is aligned to the Selection Criteria and the Quality Assessment Criteria.

7.1.1 Eligibility Criteria

The eligibility criteria relate to the type, target group and the conditions for submitting a proposal for the consideration of this Scheme.

If your proposal does not meet the eligibility criteria, it will be rejected without being further evaluated.

To be deemed eligible, your proposal must meet all the eligibility criteria. For details of the eligibility criteria, please consult Part B of this Guide.

7.1.2 Exclusion Criteria

Applicants will be excluded from participating in the Scheme if they are in any of the following situations:

- They are bankrupt or being wound up.
- They are having their affairs administered by the courts, and/or have entered into an arrangement with creditors, and/or have suspended activities, and/or are the subject of proceedings concerning those matters, and/or are in any

analogous situation arising from a similar procedure provided for in national legislation or regulations.

- They are under investigation by the Commissioner for Voluntary Organisations.
- They have not submitted their financial returns to the Commissioner for Voluntary Organisations according to the LN 379 of 2012.
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*.
- They have been guilty of grave professional misconduct proven by any means which any Government Ministry or any other Government Agency or Entity can justify.
- 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 country in which they are established or with those of the country of the contracting authority.
- 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 the Government of Malta's financial interests.
- They have been declared to be in serious breach of contract for failure to comply with their contractual obligations with any Government Ministry or any other Government Agency or Entity.

Applicants will not be granted financial assistance if, on the date of the signing of the Grant Award, they:

- Are subject to a conflict of interests.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the Grant Award procedure, or fail to supply this information.

The applicants are required to fill in the appropriate section in the e-application "Declarations".

Agree with the statement stating that the Voluntary Organisation is not in any situation as listed under this Section which would prevent them from receiving financial assistance granted by the Scheme.

7.1.3 Selection Criteria

The selection criteria enables the Ministry for Gozo to assess the applicant's financial and operational capacity to complete the proposed initiative.

i) Financial capacity

The applicants must demonstrate that they have the necessary financial capacity to undertake the initiative.

a) Declarations

The applicants are required to fill in the appropriate section in the e-application “Declarations”.

Agree with the statement stating that the Voluntary Organisation has the financial capacity to finance the whole initiative by way of its own means or that it will fully/partly rely on the financial capacity of others.

b) Co-Financing

If the initiative will fully/partly rely on the financial capacity of other Government or European Union funding the applicant is required to fill in and upload the relevant information on the e-application as per section 7.2.2 “Co-financing” of these guidelines.

If, on the basis of this declaration, the Ministry for Gozo concludes that the required financial capacity has not been clearly demonstrated, or is not satisfactory, it may:

- Ask for further information and/or documentation.
- Reject the application.

ii) Operational capacity

The applicants must demonstrate that they have adequate operational capacity, that is, the necessary human resources, competencies and motivation to complete the proposed initiative.

The applicants are required to fill in the appropriate section in the e-application “Declarations”.

Agree with the statement stating that the Voluntary Organisation has the necessary Operational Capacity to implement the project/activity/event by way of its own resources.

7.1.4 Quality Assessment Criteria

The Quality Assessment Criteria are indicators/outcomes that allow the Ministry for Gozo to evaluate the quality of the proposal.

The award criteria indicated in Part B of these guidelines describe exactly which elements will be taken into consideration in order to assess the quality of the project/event/activity.

7.2 Check the financial conditions

7.2.1 Type of Financial Assistance

The financial assistance being granted under the Scheme is the reimbursement of relative eligible expenditure incurred to realise the proposed initiative.

The amount of reimbursement - which will not exceed the approved grant amount; will be conferred, if:

- (i) a satisfactory final report has been submitted – following the implementation of the project and/or the holding of the event/activity;
- (ii) the relevant quotations, vat compliant invoices and fiscal receipts have been submitted to the Ministry for Gozo by **not later than noon of Wednesday, 28th November 2018.**

7.2.2 Co-financing

Co-financing is permitted in those circumstances where the funds being requested through this Scheme may not be sufficient to finance the entire cost of the whole initiative. In these circumstances, the applicant may complement the sum being requested through the Voluntary Organisation's own financial resources, by seeking assistance from other Voluntary Organisations, Private Entities or through other Government or European Union funding.

Contributions in kind are considered an eligible source of co-financing. The value calculated for such contributions must not exceed:

- The costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs.
- The costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

In the eventuality that the Applicant's own financing resources will not suffice for the realisation of the initiative and co-financing has been attained, Applicants are requested to:

- a) Compile and upload Annex IV "Co-Financing" of these guidelines**
- b) Upload a copy of the letter of agreement**
- c) Include the Co-financing Amount in the Budget of the Initiative in the appropriate field in Section "Budget" of the e-application**

7.2.3 No double-financing

Any initiative that is deemed to be supported in its totality through the receipt of any other Government or European Union funding will not be considered as eligible for assistance under the Scheme.

Under no circumstances will financial assistance be awarded to beneficiaries in excess of the eligible costs less any co-financing.

8 What happens once the application is submitted?

On the closing date of the submission of proposals, all applications received will be submitted to the Ministry for Gozo. A designated Selection and Review Committee will conduct the selection procedure.

8.1 The selection procedure

The selection of proposals is as follows:

- All applications are checked against the Eligibility Criteria, the Selection Criteria and the Exclusion Criteria.
- Those applications deemed compliant in terms of Eligibility, Selection and Exclusion Criteria will then be assessed in terms of the Quality of the Proposal and the amount of Financial Assistance requested and ranked accordingly.

8.2 Announcement of Results

Once the selection process is completed, the Selection and Review Committee will determine the amount to be granted, based on the ranking list and the budget available.

The Selection and Review Committee will issue an evaluation report and a ranking list in order of final mark of each proposal.

The Selection and Review Committee will submit the evaluation report to the Ministry for Gozo's Permanent Secretary who shall endorse or otherwise the recommendations of the Committee. The decision of the Permanent Secretary is final and indisputable.

If the report is approved, the Ministry for Gozo will issue a press release and publish the list of proposals, indicating:

- i) Proposal Application Number;
- ii) Name of applicant Voluntary Organisation;
- iii) Name/s of partner Voluntary Organisations (if any);
- iv) The amount of Financial Assistance requested;
- v) The amount of Grant awarded;
- vi) The Final Score
- vii) The Ranking Order

The results shall also be published on the portals of the Ministry for Gozo – www.mgoz.gov.mt and the Malta Council for the Voluntary Sector – www.vofunding.org.mt

8.3 Notification of award decisions

Applicants will be notified with the outcome of the selection procedure.

On termination of the application procedure, the documents including the application form and the scoring documents will not be returned to the applicant.

9. What happens if your application is approved?

9.1 Grant agreement

In the event of definitive approval, a grant agreement is drawn up between the Ministry for Gozo and the Beneficiary.

The agreement is drawn up in Euros (€) and details the conditions and funding amount. The grant decision is a unilateral act awarding financial assistance to a beneficiary.

This agreement must be signed by the beneficiary Voluntary Organisation and returned to the Ministry for Gozo.

A copy of the provisional budget is to be annexed with the Grant Agreement.

9.2 Grant amount

It should be noted that the amount foreseen by the Grant Agreement is to be considered as the maximum which may be granted and that it cannot be increased in any circumstances.

9.3 Payment procedures

The proposals supported under the Scheme will be subject to the following payment procedure.

Within one month on the completion of the proposed initiative but no later than noon of Wednesday, 28th November 2018, the beneficiary must provide the necessary documentation giving evidence that the initiative organised with the support of the Scheme effectively took place. These shall include but no limited to:

- i. A final report on the implementation of the initiative, clearly demonstrating that the proposed deliverables of the initiative were successfully achieved; (A template will be provided)
- ii. A final detailed financial statement of eligible costs actually incurred;
 - Detailed statement indicating procurement procedures undertaken including full justification of the costs incurred, including quotations where applicable;
 - All eligible expenditure is to be listed in the same manner as the estimated budget; (A template will be provided)
- iii. Original invoices, Cash sales and Fiscal receipts
- iv. Copies of materials, booklets, items, equipment made available to participants, photos of events/projects/initiatives, online and social media visibility campaigns.

9.4 Eligible Costs

In order to be eligible under this Scheme, costs must:

- Be necessary for the implementation of the initiative.
- Be included in the budget template of the e-application.
- Be consistent with the principles of sound financial management, in terms of value for money and cost-effectiveness.
- Be incurred during the lifetime of the initiative as defined in the Guidelines.
- Be truly and actually incurred by the beneficiary.
- Be recorded in the beneficiary's accounts in accordance with applicable accounting principles.
- Be declared in accordance with the requirements of the applicable tax and social security legislation.
- Be identifiable and verifiable, and be backed up by original supporting documents.

Any procurement procedures undertaken, is to be in accordance with Government Public Procurement Regulations (Legal Notice 352/2016).

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=9532&l=1>

Vide Annex III - Extract of Open Public Procurement Procedure for supplies and services.

Payments to third party suppliers and service providers (local and foreign) are to be effected from a single bank account. It is advisable that the Voluntary Organisation utilises a standalone bank account (in its own name) to record transfer of funds and payments to third parties directly related to the initiative.

9.4.1 Eligible Direct Costs

- Procurement of assets and equipment etc directly linked to the implementation of the initiative provided that:
 - Such items be distributed to the participants and local residents, free of charge;
 - Or if such items are to remain the property of the Voluntary Organisation, following the realisation of the initiative, these must be readily available in Gozo or be utilised by the Voluntary Organisation during its activities in Gozo;
- Expenditure directly linked to the realisation of the initiative (excluding (i) The procurement of assets and equipment; (ii) Hospitality/Catering Expenditure; and (iii) Expenditure linked to the promotion and visibility of the initiative; (iv) Indirect costs; which are to be reported under a separate cost header). These could be costs related to the organisation of activities, hiring of equipment, services rendered by third parties, etc.
- Staff Costs – The remuneration bestowed to staff members who are directly involved in the realisation of the initiative; The following information will be required:
 - A statement indicating the extent of involvement of staff members, (name of staff members, period when involved and number of hours;
 - Monthly payslips of personnel involved in the initiative during the period of implementation;
 - An updated list of personnel employed by the Voluntary Organisation issued by Jobsplus must be attached;
 - Staff costs are limited to a maximum of 15% of the allocated Total Direct Costs.
- Hospitality/Catering Costs limited to a maximum of 10% of the Total Direct Costs.

- Marketing/Visibility of the Initiative - Any expenditure directly incurred to promote the activities/events, increase awareness, and disseminate the findings/achievements of the initiative by using any form of media – print, social media etc. Such expenditure is limited to a maximum of 10% of Total Direct Costs.

9.4.2 Eligible Indirect Costs

- Indirect Costs incurred during the implementation of the initiative will also be considered. These include but no limited to administration costs, rental of main premises of the Voluntary Organisation, utility usage, local transport and ferry tickets expenditure, stationery and postage, telecommunications expenditure, etc, which are not directly linked to the initiative. Such Indirect costs is limited to a maximum of 5% of the Grand Total.

9.5 Finance and Sub-contracting

- In all cases beneficiaries shall abide fully with Public Procurement Regulations.
- In all cases the beneficiaries are obliged to allocate a specific bank account solely for the use of the Grant Award.
- In all cases, beneficiaries are to abide with the principles of accountability, transparency and best value for money. For instance, in those cases where the implementation of the initiative requires sub-contracting or the award of procurement contracts, beneficiaries of grants shall award the contract to the bidder offering best price-quality ratio, while taking care to avoid any conflict of interest.

10. Other Provisions of the Scheme

10.1 Information on the grants awarded

Grants awarded in the course of a financial year will be published on the website of the Ministry for Gozo during the first half of the year following the closure of the financial year for which they were awarded.

The Ministry for Gozo will publish the following information:

- name of the beneficiary,

- purpose of the grant,
- amount awarded

This information may also be published in any other appropriate medium, including the Ministry for Gozo's official social media accounts and the website of the Malta Council for the Voluntary Sector's funding portal.

10.2 Publicity

Apart from the measures foreseen for the visibility of the initiative and for the dissemination and exploitation of its results, there is an obligation of minimal publicity for each granted proposal.

Beneficiaries must clearly acknowledge the Ministry for Gozo's support in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities/events for which the grant is used.

The Official logo of the Ministry for Gozo is hereunder being reproduced.



An appropriate Marketing Guidelines has been drawn to assist beneficiaries. These can be downloaded from the Ministry for Gozo's website.

10.3 Audits and monitoring

Beneficiaries may be subject to monitoring visits. The beneficiary will undertake, to provide proof that the grant has been used correctly.

The Ministry for Gozo may check or appoint an authorized delegate to audit the use made of the grant at any time during the term of the agreement. All documentation appertaining to this initiative including copies of invoices and fiscal receipts should be retained for audit purposes. The original invoices and fiscal receipts shall be submitted with the Final Implementation Report.

10.4 Recovery of Funds

An audit may necessitate that the Grant Award may be recovered, in full or in part, if a failure to honour one or more of the conditions stated in the Grant Agreement has been established.

10.5 Data protection

All personal data contained in the grant agreement shall be processed in accordance with the Data Protection Act as per local legislation.

This data will be processed solely in connection with the implementation and evaluation of the Scheme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit appointed by the respective Ministry for Gozo and/or the Ministry of Finance, through whom the funds for the Scheme are being made available.

10.6 Contact Details

*Ministry for Gozo
Non-Governmental Organisations Assistance Scheme
Office of the Permanent Secretary
St Francis Square
Victoria*

Tel: 22 15 6591

Email: ngoscheme.mgoz@gov.mt

Annex I Eligibility and Quality Assessment Criteria

| | Eligibility Criteria | |
|---------------|--|--|
| Yes/No | The applicant is enrolled with the Commissioner for Voluntary Organisations | |
| Yes/No | The applicant is compliant with the requisites of Chapter 492 Voluntary Organisations Act | |
| Yes/No | The applicant is a Category 1 or 2 Enrolled Voluntary Organisation | |
| Yes/No | The proposed initiative addresses at least one or more of the objectives of the Scheme | |
| Yes/No | The proposed initiative addresses at least one or more of the priorities of the Scheme | |
| Yes/No | The proposed initiative is within the remit and mandate of the applicant. | |
| Yes/No | The proposed initiative will be carried out during the year 2018 in its entirety | |
| Yes/No | The applicant is fully aware and has acknowledged the declarations stated in the Application Form. | |
| | | |
| | | |
| Points | Quality Assessment Criteria | |
| 20 | The quality of the proposal (content and methodology) | |
| 15 | Relevance towards the Objectives of the Scheme | |
| 15 | Relevance towards the Priorities of the Scheme | |
| 10 | Clarity of Application Form | |
| 10 | The extent of active participation of the local community in Gozo | |
| 10 | Involvement of people with fewer opportunities | |
| 10 | The potential of the initiative in offering continuity and legacy | |
| 10 | The visibility of the initiative | |
| | | |
| 100 | Total Marks | |

Annex II: Best Quality Budget Consideration Ratio Evaluation Formula

Overall Score per proposal is determined by the following formula

$$\text{Overall Score} = \left[\frac{\text{Quality}_p}{\text{Quality}_{\max}} \times W_Q \right] + \left[\frac{\text{Budget}_{\min}}{\text{Budget}_p} \times W_B \right]$$

Where :

Quality_p is the Quality Criterion score awarded to the proposal ;

Quality_{max} is the Maximum Quality Criterion score achieved amongst all eligible proposals ;

Weight_Q is the Weight of the Quality Criterion; (*as per Part A Sec 2.1*)

Budget_{min} is the Minimum Sum requested amongst all eligible proposals ;

Budget_p is the eligible sum requested to realise a project/event/activity as indicated in the proposal ;

Weight_B is the Weight of the Eligible Budget Criterion; (*as per Part A Sec 2.1*)

Annex III : PROCUREMENT PROCEDURES – Supplies and Services

| Government Public Procurement Regulations (Legal Notice 352/2016) | | |
|--|--------------------------------------|--|
| RANGES | MADE THROUGH | REQUIREMENTS |
| Under EUR 5,000 | Request for Quotations | Call for Quotes – Minimum of 3 quotations |
| | | Publication not mandatory |
| EUR 5,001 – EUR 9,999 | Published call for Quotations | Call for Quotes – Minimum of 3 Quotations |
| | | Publication of call for quotes mandatory |
| | | Internal Evaluation of results to bidders |
| | | Notification of results to bidders |
| | | Agreement/Contact with successful bidder |
| EUR 10,000 – EUR 135,000 | Public Tender/Expression of Interest | Call for Tender |
| | | Publication of call for quotes/tender mandatory |
| | | Internal Evaluation of Tender/Expression of Interest |
| | | Publication of Results & communication to bidders |
| | | Agreement/Contract with successful bidder inclusive of Addenda where necessary |

Note: ALL figures are NET (excl.) of VAT

- The minimum time limit (Publication period) for Tenders shall be twenty (20) days;
- Objection period for all published calls with an estimation value over €5,000 is to be ten (10) calendar days;
- Quotations must be requested with a specified deadline
- All quotations must be attained within the same period (not more than 1 month timeframe between one another)

Annex IV : CO-FINANCING

Co-Financing is permitted in those circumstances where the funds being requested may not be sufficient to finance the entire cost of the whole initiative. Contributions in kind are also considered an eligible source of co-financing.

Kindly refer to Section 7.2.2 of the 2018 Guidelines

| | |
|---|-----------------------------|
| Has your organisation acquired any financial assistance from other Voluntary Organisations, private individuals, entities or through other Government or European Union funding to realise the proposed initiative? | |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If yes, fill in the table below:

| Name of Individual / Entity / Institution / Organisation bestowing the financial Assistance or Contribution in kind | Type of Financing : (Direct Financial Assistance or Contributions in kind) | Amount Received in € |
|---|--|----------------------|
| | | |
| | | |
| | | |
| | | |
| Total Co-Financing Received | | |

Note: Upload a copy of the letter of agreement

I declare that the above information is true and correct.

Signature :

Name & Surname :
Promoter

ID Card :
Promoter

Voluntary Organisation :
Name & V.O. No.

Date :