

Regulations binding the Training Sponsorships for Voluntary Organisations under
ESF.02.063- Knowledge, Training, Communications and Support Measures in
support of Vulnerable Groups

March 2018



Operational Programme II - European Structural and Investment Funds 2014-2020
"Investing in human capital to create more opportunities and promote the well-being of society"

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1. Introduction about the Training Sponsorships

1.1 A number of Training Sponsorships to attend training courses, job shadowing/internship, conferences/seminars/workshops **abroad** (please refer to section 2 for more detailed information on the types of mobilities) are being offered under ESF.02.063 – Knowledge, Training, Communications and Support Measures in Support of Vulnerable Groups that is being led by the Ministry for the Family, Children’s Rights and Social Solidarity (hereinafter referred to as MFCS).

The main objectives of the Training Sponsorships for employees/members of Voluntary Organisations are:

- Promote and facilitate the acquisition of skills and competencies for employees/members of Voluntary Organisations to address the needs of vulnerable/disadvantaged groups.
- Foster quality improvements in the services and initiatives implemented by Voluntary Organisations for the benefit of vulnerable/disadvantaged groups.
- Facilitate lifelong learning opportunities and continuous professional development for employees/members working with vulnerable/disadvantaged groups.
- Enhance the international dimension of education and training, through cooperation with organisations and training institutes that work with or specialise in the provision of services for vulnerable/disadvantaged groups.
- Foster transnational cooperation across different regions of the world through the sharing of good practices and cooperation.

The Training Sponsorships will be funded under the European Social Fund (ESF), Operational Programme II - *Investing in human capital to create more opportunities and promote the wellbeing of society*’ for the 2014-2020 programming period.

2. Types and Eligibility Period of Mobilities

2.1 ESF.02.063 – Knowledge, Training, Communications and Support Measures in Support of Vulnerable Groups includes the following types of mobilities abroad:

- i. **Training Courses** that do not exceed 5 working days excluding travel days;
- ii. **Job Shadowing/Internship opportunities** that do not exceed 5 working days excluding travel days;
- iii. **Conferences/Workshops/Seminars** that do not exceed 3 working days excluding travel days;

2.2 Eligible to apply for these opportunities are members and employees of registered Voluntary Organisations, that are enrolled and compliant with the Commissioner for Voluntary Organisations and that are active in the field of the provision of support and services for disadvantaged and/or vulnerable groups.

2.3 Funds available under the Training Sponsorships are subject to a total budget of approximately €135,500.

2.4 The eligibility period of these mobilities is from **1st June 2018** until **30th September 2020** or **until funds are exhausted**. Training that falls outside of these dates will not be eligible under the Training Sponsorships.

2.5 The date of submission of the Application Form cannot be less than **two (2) months** prior to the start of the event.

3. Training Areas

The following are the identified training areas for registered Voluntary Organisations:

- 3.1 Community Mental Health
- 3.2 Disadvantaged Children
- 3.3 Children with Challenging Behaviour
- 3.4 Parental Alienation
- 3.5 Working with Asylum Seekers
- 3.6 Disadvantaged Adolescents
- 3.7 Low-income families
- 3.8 Positive Parenting
- 3.9 Decision-making, assessment, risk and evidence
- 3.10 Quality Assurance and Service Audit
- 3.11 Social Work Management
- 3.12 Child Protection Services
- 3.13 Residential Care
- 3.14 Aftercare
- 3.15 Health issues faced by vulnerable groups
- 3.16 Managing Abusive Behaviour
- 3.17 Domestic Violence
- 3.18 Disability- Independent Living Skills

- 3.19 Disability- Employability
- 3.20 Disability- Degenerative Disorders
- 3.21 Parents/Guardians of persons with a disability
- 3.22 Fostering Adoption
- 3.23 Financial Literacy
- 3.24 Sexual Assault
- 3.25 Human Trafficking
- 3.26 Community Development
- 3.27 Eye Movement Desensitization and Reprocessing Therapy
- 3.28 Relapse Prevention
- 3.29 Harm Reduction Strategies
- 3.30 Assessment Tools
- 3.31 Cocaine Abuse
- 3.32 Synthetic Drug Abuse
- 3.33 Mothers with addictive behaviours
- 3.34 Community-based addiction intervention

4. Submission of Documentation

4.1 The following is a step-by-step procedure for applicants to apply for the Training Sponsorships:

How to apply?	<p><u>Step One (applicant and Voluntary Organisation)</u></p> <ul style="list-style-type: none"> ✓ Check that the Voluntary Organisation is enrolled ✓ Check that the Voluntary Organisation is compliant <p><u>Step Two (applicant):</u></p> <ul style="list-style-type: none"> ✓ Send an email to Ms Holland with the name and number of the Voluntary Organisation ✓ Following an email from MCVS please refer to Step Three <p><u>Step Three (Voluntary Organisation):</u></p> <ul style="list-style-type: none"> ✓ Access the link: www.vofunding.org.mt <p><u>Step Four (Voluntary Organisation):</u></p> <ul style="list-style-type: none"> ✓ Click on the register button (top right)
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- ✓ Fill in details (important to include the official email address of your organisation e.g. info@mcvs.com)
- ✓ Click on submit
- ✓ A message stating “Thank you for registering. Your registration will be validated within one (1) working day. Following validation, you may proceed with the e-application”

Step Five (MCVS Administration):

- ✓ After registering kindly wait for validation issued by the Malta Council for the Voluntary Sector (hereinafter referred to as MCVS) since we need to confirm that the details inputted are congruent to our database.
- ✓ 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.

Step Six (MCVS Administration):

- ✓ MCVS administration will send a link to be accessed by the trainee to be able to access the online application form through the Voluntary Organisation’s account in the VO funding portal.

Step Seven (Applicant and Voluntary Organisation):

- ✓ The Voluntary Organisation sends the link to applicants.
- ✓ Interested applicants must identify a training opportunity, in line with Section 2- Types of Mobilities and Section 3-Training Areas of the Regulations
- ✓ Applicants fill in the content in the online application form and upload the required attachments: a. Training Course Programme or Job Shadowing Programme or Conference/Seminar/Workshop Agenda and b. Evidence of existence of a participation fee over the training initiative (unless waived)
- ✓ The Voluntary Organisation finally checks the online application form.
- ✓ The Voluntary Organisation uploads the declaration form (which is to be printed on the letterhead of the organisation- please

	<p>refer to Annex A), the statute and the VO Certificate.</p> <p>✓ The Voluntary Organisation submits the online application form.</p>
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5. Evaluation

5.1 The eligibility of the Voluntary Organisations will be confirmed via documentation from MCVS. MCVS will provide MFCS the following documentation:

- i) Confirmation from MCVS that the organisation is compliant with the Commissioner for Voluntary Organisations and that the organisation is active in the field of the provision of support and services for disadvantaged and/or vulnerable groups.

5.2 The submitted online application form will be evaluated by an Evaluation Board composed of the Project Leader, a representative from the MCVS and a representative from MFCS. The evaluation shall be based on the following Eligibility Criteria:

	Eligibility Criteria	Yes/No
1.	Complete Online Application Form	
2.	Documents Uploaded on the Online Application Form: Training Course Programme or Job Shadowing Programme or Conference/Seminar/Workshop Agenda	
3.	Documents Uploaded on the Online Application Form: Evidence of existence of a participation fee over the training initiative (unless waived)	
4.	Documents Uploaded on the Online Application Form: Signed Declaration Form	
5.	Employee/Member in a Voluntary Organisation who works directly and/or indirectly in the field of provision of support and services for disadvantaged and/or vulnerable groups as attested by the Declaration Form.	
6.	Mobility Type and Eligibility in line with Section 2. Types and Eligibility Period of Mobilities featured in the Guidance Notes. It is important to note, that the date of submission of the online application form cannot be less than two (2) months prior to the start of the event.	

7.	Training Area is in line with Section 3. Training Areas and the Training Sponsorship Objectives as featured in Section 1.1 of the Regulations.	
8.	The Application form respects Section 6.1. The same employee can be nominated and awarded a maximum of two (2) sponsorships per calendar year as featured in the Guidance Notes.	

5.3 For applications to be selected all the eight (8) criteria featured in the Eligibility Criteria must be ticked 'yes'. Applications that satisfy the Eligibility Criteria will be selected on a first-come first-served basis or until funds are exhausted.

6. Award

6.1 The same employee/member of the Voluntary Organisations can be nominated and awarded a maximum of two (2) sponsorships per calendar year, to allow an equitable distribution of sponsorships between potential applicants.

6.2 Nominees will be notified in writing of award of the sponsorship by not later than one (1) month from the deadline of the Online Application Form.

7. Payments

7.1 The following presents a breakdown of the funding thresholds in relation to the following areas (if applicable):

- i) Flight Costs: These are based on the **Erasmus+ Distance Calculator**.¹ Please refer to Annex B.
- ii) Subsistence Allowance: This is based on the **Government Per Diem Allowance for Overseas Duty Travel**² that is included in Annex C.
- iii) Contingency Fees: This is in line with the Manual on Transport and Travel Policies and Procedures. As stated in the Manual: Contingency money shall be calculated on the 20% per diem allowance applicable to the visit. Such advance shall not, in any case, be less than €100 and shall not exceed €230. Expenses actually incurred must be justified and supported by receipts.

¹ All travel claims shall be calculated in line with the ERASMUS distance calculator available at https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en (accessed on 06/03/2017)

² Subsistence allowance (inc. utilised contingencies) shall be considered eligible in line with the provisions provided in the Overseas Travel MFIN Circular No.1/2008 (as amended by MFEI Circular No.12/2010 and subsequent amendments). With regard to subsistence allowance, there will be a subtraction of 10% from the daily subsistence allowance per meal provided by the training and/or host organisation. In cases where the accommodation is covered by the training and/or host organisation a 60% deduction would apply.

- iv) Training Cost/ Host Organisation Support: In the case of training courses, job shadowing/internship or conferences/workshops/seminars will be based on real costs and the costs are to be justified by invoice and receipt.

8. Claim for Reimbursement

8.1 The beneficiary of the Training Sponsorship will be requested to pay all costs related to participation fees, travel, transfers, accommodation and other expenses incurred during this experience. The beneficiary will be reimbursed upon presentation of the relevant claim, invoices/receipts and original boarding passes as mentioned in Section 6 - Payments. Any other expenses not contained in these guidelines must be borne by the applicant.

8.2 At reimbursement stage, applicants are required to provide the following information to the Project Leader by not later than one (1) month following the end date of the training:

- i) Final Version of the Training Course Programme or Job Shadowing Programme or Conference/Seminar Workshop Agenda
- ii) **Statement of Expenditure** (Please find attached template in Annex D which will also be sent to applicants via email)
- iii) Receipts related to contingency claims³
- iv) Boarding Passes⁴
- v) Certificate of Participation or Attendance. In cases where the host organisation/training institute would not be able to provide a Certificate of Participation or Attendance a declaration of attendance from the training/host organisations would be required.

9. Obligations Post-Studies

9.1 Within one (1) month from the event, sponsored applicants shall provide the signed Travel Report to the Project Leader. This document should include comments on the likely benefits on the performance of their duties and the perceived return on investment. A template of the **Travel Report** can be found in Annex E (applicants will also receive a soft copy of this template via email).

³ These include hotel/airport transfers and local transportation to/from the airport.

⁴ MFCS recommends to also maintain photographic evidence of the boarding passes.

10. Reservations

- 10.1 MFCS will not be held liable, if for any reason the organising body/host organisation decides to cancel the event.
- 10.2 MFCS reserves the right to refuse any nominations it considers inappropriate within the objectives of the sponsorship.
- 10.3 If a beneficiary, for any reason, fails to attend the sponsored event, he/she will be refused sponsorship.
- 10.4 MFCS reserves the right to publish the names of the applicants being sponsored on its website.
- 10.5 Eligible officers that already receive a sponsorship from other financial mechanisms for the same training initiative are not entitled for assistance from this project.
- 10.6 Nominations may be refused if the entire budget available is allocated beforehand.

11. Upcoming Deadlines and Earliest Training Dates

- 11.1 The following are the upcoming deadlines of the Training Sponsorships for 2018 and the earliest training date for each deadline:

Deadline	Earliest Training Date
29th March 2018 at noon	1st June 2018
27th April 2018 at noon	1st July 2018
1st June 2018 at noon	1st August 2018
28th June 2018 at noon	1st September 2018
27th July 2018 at noon	1st October 2018
31st August 2018 at noon	1st November 2018
28th September 2018 at noon	1st December 2018

12. Further Information

- 12.1 Further information can be obtained from Ms Helena Holland (Project Leader- ESF.02.063) on helena.holland@gov.mt or +356 25903402.

Annex A: Declaration Form Template

The below template is to be printed on the letterhead of the Voluntary Organisation, signed by the applicant and Head/President of Organisation and uploaded on the Online Application Form.

DECLARATION FORM

- a) The Applicant confirms that the application was submitted in full, together with supporting documentation.
- b) The Applicant confirms that they have read and agreed to abide with the terms and conditions defined in the Guidance Notes of the Training Sponsorships for Voluntary Organisations, as per applicable (current) version as at date of submission of the Training Sponsorships application form.
- c) The Applicant confirms that it is not subject to any recovery of funds in Malta and also in any other Member State.
- d) Personal information provided in this form will be processed in accordance with the Data Protection Act, Cap 440 of the Laws of Malta and shall be treated in confidence.
- e) Through this declaration the applicant confirms that it has not benefited and will not seek aid directly or indirectly from any Scheme/Project for the same training sponsorship and for any other cost component being claimed. The Applicant is fully aware that costs claimed under the Training Sponsorships cannot be claimed from any other source.
- f) The signature of the Head/President of the Voluntary Organisation confirms that the applicant is an employee/member who works directly and/or indirectly in the field of provision of support and services for disadvantaged/vulnerable groups.
- g) The Head/President of the Voluntary Organisation is fully aware that if the application is selected by the Training Sponsorships Evaluation Board the applicant will be able to attend the training initiative as identified in the application form.
- h) The Head/President of the Voluntary Organisation is fully aware that selection of the Application Form will be subject to the outcome of the Evaluation Board, that will evaluate the application form in line with the Eligibility Criteria featured in the Guidance Notes.

Insert signatory of Applicant

Insert signatory of Head and/or President of Voluntary Organisation

Insert date

Annex B: Erasmus+ Online Distance Calculator

Link to Erasmus+ Online Distance Calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

When the applicant, inserts the KM range on the Online Application Form the amount in EUR will be calculated automatically.

Eligible costs		Financing mechanism	Amount	Rule of allocation
Travel	Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return	Contribution to unit costs	For travel distances between 10 and 99KM: 20 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission . The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip .
			For travel distances between 100 and 499 KM: 180 EUR per participant	
			For travel distances between 500 and 1999 KM: 275 EUR per participant	
			For travel distances between 2000 and 2999 KM: 360 EUR per participant	
			For travel distances between 3000 and 3999 KM: 530 EUR per participant	
			For travel distances between 4000 and 7999 KM: 820 EUR per participant	
			For travel distances of 8000 KM or more: 1300 EUR per participant	

Annex C: Per Diem Allow for Overseas Duty Travel

Per Diem Allowance for Overseas Duty Travel Effective as from 1st November 2017	RATE
	Class B
COUNTRY	€
ALBANIA	162
ALGERIA	299
ARGENTINA	219
AUSTRALIA	296
AUSTRIA	203
BAHAMAS	335
BAHRAIN	268
BANGLADESH	126
BELGIUM	218
BOSNIA and HERZERGOVINA	143
BRAZIL	164
BULGARIA	204
CANADA	277
CHILE	218
CHINA	195
COLOMBIA	177
CROATIA	162
CUBA	229
CYPRUS	214
CZECH REPUBLIC	207
DENMARK	243
EGYPT	239
ESTONIA	163
ETHIOPIA	180
FINLAND	220
FRANCE	221
GEORGIA	178
GERMANY	187
GHANA	338
GREECE	200
HUNGARY	200
ICELAND	314
INDIA	206
INDONESIA	226
IRAN	190
IRELAND	229

ISRAEL	325
ITALY	207
JAMAICA	266
JAPAN	260
JORDAN	260
KENYA	253
KOREA, REPUBLIC OF	362
KUWAIT	307
LATVIA	190
LEBANON	234
LIBYAN ARAB JAMAHARIJA	184
LITHUANIA	165
LUXEMBOURG	213
MALAYSIA	168
MEXICO	290
MONACO	269
MONTENEGRO	121
MOROCCO	183
NETHERLANDS	237
NEW ZEALAND	284
NIGERIA	204
NORWAY	248
OMAN	267
PAKISTAN	203
PHILIPPINES	233
POLAND	195
PORTUGAL	184
QATAR	362
ROMANIA	200
RUSSIAN FEDERATION	226
SAUDI ARABIA	324
SERBIA	142
SINGAPORE	328
SLOVAK REPUBLIC	185
SLOVENIA	162
SOMALIA	171
SOUTH AFRICA	149
SPAIN	191
SRI LANKA	190
SWEDEN	231
SWITZERLAND	313
SYRIAN ARAB REPUBLIC	167
TANZANIA, UNITED REP. of	190
THAILAND	188
TUNISIA	127
TURKEY ANKARRA	146
TURKEY ISTANBUL	200

UKRAINE	261
UNITED ARAB EMIRATES	314
UNITED KINGDOM	248
URUGUAY	203
USA	309
VENEZUELA	124

Annex D: Statement of Expenditure

Statement of Expenditure in relation to the Training Sponsorship for Voluntary Organisations under ESF.02.063- Knowledge, Training, Communications and Support Measures in Support of Vulnerable Groups.

Please send this form upon completion of training opportunity to Ms Helena Holland (Project Leader- ESF.02.063) on helena.holland@gov.mt by not later than one (1) month after the end date of the event. Kindly insert the following details:

Applicant Reference Number:	
Name and Surname of Applicant:	
Insert name of Voluntary Organisation:	

Please fill out the total in Euro Column and Attach the Relevant Documentation as per Annex number.

Items of expenditure	Annex	Total in Euro
a) Training Cost/ Host Organisation Support <i>Kindly include original invoices and receipts (if applicable).</i>	A	
b) Air Travel: Kindly list the amount as featured on the Online Application Form. <i>Kindly include original boarding passes in Annex B.</i>	B	
c) Subsistence Allowance: Include the Subsistence Allowance as featured on the Online Application Form- _____ Insert the number of Meals received from the host organization (if applicable)- _____ <i>Kindly include, the agenda and invitation of the event highlighting meals provided as well as date of event in Annex C.</i>	C	
d) Contingency Fees: Taxi from airport to hotel: Insert Date: Taxi from hotel to airport: Insert Date: Please include the original taxi receipts in Annex D.	D	
Total Amount		-

Signature of Applicant and Date

Annex E: Travel Report Template

Report Template

Report drawn up by the applicant in relation to the Training Sponsorships under ESF.02.063- Knowledge, Training, Communications and Support Measures in support of Vulnerable Groups. Kindly forward this report by not later than one (1) month to Ms Helena Holland (Project Leader- ESF.02.063) on helena.holland@gov.mt

Name and Surname of Applicant	
ID Card Number	
Name of organisation where applicant works	
Indicate the type of training activity attended: 1. Training Courses 2. Job Shadowing/Internship 3. Conferences/Seminars/Workshops	
Training Description and Agenda	
What was your motivation for taking part in this training?	
How will disadvantaged/vulnerable groups benefit from this training?	
How will the Voluntary Organisation benefit from this training?	
How will you disseminate information acquired during the training to colleagues/members?	
Mention new information and skills acquired thanks to the Training Sponsorship	

Insert name of Applicant and Date

