



MUSICAL TUITION FOR YOUNG PEOPLE IN BAND CLUBS

YOUR GUIDE TO SCHEME A AND SCHEME B 2019

MUSICAL TUITION FOR YOUNG PEOPLE IN BAND CLUBS

YOUR GUIDE TO SCHEME A AND SCHEME B 2019

PART A GENERAL INFORMATION about the scheme – Musical Tuition for Young People in Band Clubs

1. INTRODUCTION

- 1.1 Aim
- 2. BUDGET ALLOCATION**
- 3. WHERE AND WHEN TO APPLY**

PART B ELIGIBILITY AND AWARD CRITERIA

- 4. ELIGIBILITY CRITERIA**
- 5. EXCLUSION CRITERIA**
- 6. AWARD CRITERIA**
- 7. CONDITIONS FOR AWARD OF PROJECTS**

PART C FUNDING RULES

- 8. FUNDING**
 - 8.1 How much funding will be allocated to the project?
 - 8.2 What is the rule of allocation for projects under the schemes for Musical Tuition for Young People in Band Clubs?
 - 8.3 What are the reporting obligations for this funding scheme?
 - 8.4 How will disbursement be effected?
- 9. INELIGIBLE EXPENSES**

PART D PROCEDURES

- 10. E-APPLICATION PROCEDURE**
- 11. ELIGIBILITY, EVALUATION AND AWARD PROCEDURE.**
- 12. APPEALS**
- 13. GRANT AGREEMENT**
- 14. DISBURSEMENT**
 - 13.1 FINAL AND FINANCIAL REPORT
 - 13.2 PURCHASING AND RECEIPTS PROCEDURES
- 15. AUDITS AND MONITORING**
- 16. DATA PROTECTION**

ANNEX 1 DEVELOPING A GOOD PROJECT UNDER THE SCHEME: MUSICAL TUITION FOR YOUNG PEOPLE IN BAND CLUBS

PART A GENERAL INFORMATION about the fund for Musical Tuition for Young People in Band Clubs

1. INTRODUCTION

The Musical Tuition for Young People in Band Clubs fund is an initiative managed and administered by Aġenzija Żgħażaġħ within the Parliamentary Secretariat for Youth, Sport and Voluntary Organisations, with the collaboration of the Malta Band Clubs Association. The initiative forms part of the Aġenzija Żgħażaġħ profile of programmes designed to support services to young people by local organisations.

This call for proposals is being issued by the Aġenzija Żgħażaġħ under the Musical Tuition for Young People in Band Clubs Scheme A and Scheme B. The guidelines for this call (2019) are published on the Aġenzija Żgħażaġħ website (www.agenzjazghazagh.gov.mt) and the funding portal www.vofunding.org.mt. The guidelines constitute an integral part of the call for proposals.

1.1 AIM

Band Clubs in various localities around Malta and Gozo provide young people with the opportunity to learn and develop their musical skills without payment. The main aim behind this initiative is to provide financial assistance to local Band Clubs to come up with proposals which:

- (i) encourage young people aged up to 30 years (by end 2019) to start or continue musical tuition with effective methods that reflect innovation and modern approaches.
- (ii) Recognises the importance of a wholistic music tuition programme which provides for instrument practice, music theory and aural training.
- (iii) Provide for sustainable and innovative approaches to develop and/or upgrade the current teaching facilities and services.

The funding also prioritizes initiatives which:

- (i) Are submitted by first time beneficiaries and meet the established criteria;
- (ii) Request subsidies for woodwind or brass instruments which are less frequent in local bands;
- (iii) Provide opportunities for learning to young band directors;
- (iv) Involve musicians with international experience and professional expertise in musical programmes offered.

2. BUDGET ALLOCATION

The Band Clubs may choose to submit proposals under two schemes of financial assistance:

- (i) Scheme A for individual solo band clubs – initiatives up to €3,000 (with an allocation of maximum €2,400 per initiative); and

- (ii) Scheme B for proposals by a group of band clubs not exceeding 10 – initiatives up to €20,000 which has an allocation of maximum of €18,000 per project: (€1,800 allocation per eligible band club).

3. WHEN AND WHERE TO APPLY

The e-application opens on the 15th October 2018.

Deadline of submission of e-application is noon, 5th November 2018.

E-applications must be submitted to Aġenzija Żgħażaġh via the online portal:
www.vofunding.org.mt

PART B ELIGIBILITY AND AWARD CRITERIA

4. ELIGIBILITY CRITERIA

Organisations have to:

- i. Provide a sustainable service to young people that are between 13 and 30 years of age.
- ii. 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 as per L.N. 372.
- iii. Be active members of Malta Band Clubs Association.
- iv. Submit only one e-application per centre through which the Voluntary Organisation operates.
- v. Submit project by a single band club under Scheme A or by multiple band clubs under Scheme B.
- vi. Submit projects which are to be implemented between 1st January 2019 and 30th September 2019.
- vii. Multiple band clubs involved in any one project must all 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 as per L.N. 372.
- viii. Submit all information required at the point of e-application (including annexes).

5. EXCLUSION CRITERIA

- i. Applications submitted by organisations who are declared as non-compliant to the LN 372 of 2012 by the Commissioner for Voluntary Organisations at point of application.
- ii. Applications which do not contain full information and annexes as requested by e-application and in these Guidelines and Regulations.
- iii. Applications that do not address the aims of the scheme.
- iv. Project activities which have been funded through another EU or national fund.
- v. Projects that have already taken place.
- vi. Projects of an intrinsically commercial, or self-sustainable nature.

6. AWARD CRITERIA

Applications will be evaluated in relation to the following criteria:

- i. Relevance of project activities to aims of the Musical Tuition for Young People in Band Clubs initiative. (10 marks)
- ii. Relevance of the project actions to the priorities of the Musical Tuition for Young People in Band Clubs initiative. (10 marks)
- iii. Coherency and flow of proposal. Clear and realistic project action plan. (20 marks)
- iv. Innovation of the initiative. (12 marks)
- v. Impact, Multiplier effect and Follow-up. Applications need to clearly identify how the proposed project will provide tools for and/or strengthen the impact of the musical tuition programme offered by the band club. (15 marks)
- vi. Visibility (8 marks)
- vii. Realistic budget which reflects an investment in musical tuition service and that strengthens the current service offered. (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. Project proposals should also show proof of costings related to project budget. Projects need to include operating expenses.) (15 marks)

- viii. Collaboration of the band club with the Malta Band Clubs Association. (10 marks)

7. CONDITIONS FOR AWARD OF PROJECTS

The following conditions will also be considered in the award process of submitted applications:

- i. Proposals that propose projects with capital expenditure only are not considered.
- ii. Beneficiaries of the fund in previous years need to describe the outputs and the realistic impact achieved through the assistance received through the scheme.

PART C FUNDING RULES

8. FUNDING

The budget of the project must be drafted according to the following funding rules. Eligible costs must be directly linked to the implementation of the proposed project or linked to the additional dissemination and exploitation of project's results.

8.1 HOW MUCH FUNDING WILL BE ALLOCATED TO THE PROJECT?

Scheme A: Initiatives up to a maximum of €3,000 are considered. 80% of eligible costs proposed will be allocated up to a maximum of €2,400.

Scheme B: Initiatives up to a maximum of €20,000 are considered. 80% of eligible costs proposed will be allocated up to a maximum of which has an allocation of maximum of €1,800 per eligible band club.

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.

8.2 WHAT IS THE RULE OF ALLOCATION FOR PROJECTS UNDER THE MUSICAL TUITION FOR YOUNG PEOPLE IN BAND CLUBS SCHEMES?

Budget will be allocated provided that it is consistent and clear with the budget presented in the e-application form and linked directly to the measures and activities outlined in the e-application form.

8.3 WHAT ARE THE OBLIGATIONS FOR THIS FUNDING SCHEME?

Upon signing the agreement with Agenzija Žghazagh, organisations will be given a soft copy of the Final and Financial report template. For each project the organisation needs to give:

- i. Full justification of the costs incurred (including quotations and bid analysis report where applicable), original invoices, cash sales and VAT receipts.
- ii. Outputs of achievements.
- iii. Clear outline of dissemination measures for each project outcome in final report.
- iv. Participation in Agenzija Zghazagh events.

8.4 HOW WILL DISBURSEMENT BE EFFECTED?

- i. Once the application is accepted the organisations will be provided with 50% of the budget that is approved by the selection board.
- ii. The remaining 50% will be refunded to the organisations on presentation of the final report together with all the original fiscal receipts and the documentation related to the global expense of the initiative.

9. INELIGIBLE EXPENSES

- i. Expenses covered by other Government or European Union funding schemes.
- ii. Staff costs.
- iii. Utility bills.
- iv. Transport-fuel charges.
- v. Expenses that are not included and justified by the budget submitted in the e-application.
- vi. Expenses not incurred during the time frame of the project stipulated in the agreement.
- vii. Expenses that are not clearly identifiable and verifiable, and supported by original documentation.
- viii. Expenses that are not declared in accordance with the requirements of fiscal legislation.

PART D PROCEDURES

10. E-APPLICATION PROCEDURE

Eligibility criteria for Musical Tuition for Young People in Band Clubs projects submitted is being described in Part B of these guidelines and regulations.

An e-application will be accepted only if:

- i. Submitted via the correct e-application form which is completed in full through the online portal www.vofunding.org.mt.
- ii. It shows a budget in conformity with these guidelines.
- iii. It is accompanied by all the requested additional documentation.
- iv. It is submitted by the stipulated deadline.

Only one e-application per band club under each scheme may be submitted.

No changes can be made after the e-application has been submitted.

11. ELIGIBILITY, EVALUATION AND AWARD PROCEDURE.

All e-applications received by Agenzija Żgħażaġh will undergo an eligibility check against the eligibility criteria and exclusion criteria.

The e-applications which have successfully passed these checks are evaluated by a board of independent external evaluators and ranked accordingly after an initial review by Agenzija Żgħażaġh and the Malta Band Clubs Association.

Agenzija Żgħażaġh and the Malta Band Clubs Association will endorse the ranking list and issue the list of projects being granted funding based on the ranking order and the budget available.

All applicants will be notified of the result by email and in writing. Results will also be published on the Agenzija Żgħażaġh website www.agenzijażgħażaġh.gov.mt and the funding portal www.vofunding.org.mt.

12. APPEALS

There is a 10-working day appeals period from the notification of results during which objections may be submitted in writing and delivered by hand to Aġenzija Żgħażaġh 8.00am to 3.00pm. The CEO in collaboration with the President of the Malta Band Club Association will then appoint an Appeals Review Board which will have the role of evaluating incoming objections and reissue the ranking list following decisions taken. The Appeals Review Board decision is final and indisputable.

13. GRANT AGREEMENT

Organisations receiving grants through the schemes under the call Musical Tuition of Young People in Band Clubs 2019 will be required to sign an agreement with Aġenzija Żgħażaġh. The agreement is drawn up to outline the obligations of the beneficiary and details the financial procedures and expenses list.

It should be noted that the grant amount foreseen by the agreement is to be considered as a maximum which cannot be increased in any circumstances. The amount allocated will not be in excess of the amount requested.

The acceptance of an e-application does not necessarily constitute an undertaking to award funding equal to the amount request by the applicant (this funding could be reduced).

A meeting with beneficiaries will be held to clearly explain all obligations and financial procedures to be followed during the implementation phase of the project.

14. DISBURSEMENT

Upon grant agreement, 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.

14.1 FINAL AND FINANCIAL REPORT

- i. The amount of the final payment to be made to the beneficiary will be established on the basis of the complete final and financial report which is to be submitted by the 11th October 2019.
- ii. A template for the final and financial report, including a list of annexes that this will require for complete submission of said report. This should be used to describe the achievements of the project receiving funding.
- iii. All financial transactions should to be numerated and the report must be compiled in the same order that transactions are listed in the report's section. A photocopy of all cash register fiscal receipts must be attached with the original cash register fiscal receipt.
- iv. Method of procurement i.e. direct or quotations should be marked on the report and all supportive documentation.
- v. Failure to submit evidence of project events, project visibility and participation in Aġenzija Żgħażaġh activities will result in 20% deduction in funding allocated.
- vi. Failure to submit all original financial documentation justifying costs incurred may and will result in deduction in funding.

- vii. If the eligible costs actually incurred by the beneficiary during the project are lower than the pre-financing payment, the beneficiary will be required to refund excess amounts already transferred under the pre-financing payment.
- viii. In all cases the beneficiaries shall abide fully with the Financial Procedures issued to beneficiaries by Aġenzija Żgħażaġh.

14.2 PURCHASING AND RECEIPTS PROCEDURES

- i. Only official VAT fiscal receipts will be considered as valid and eligible for funding.
- ii. For all purchases and/or hiring of services from same supplier exceeding €300.00 VAT inclusive, three quotations are required from different suppliers, originals of which must be attached as appendix to the Final and Financial Report and clearly marked to which expense they are related to.
- iii. In order to be considered as eligible quotations, the following procedure must be followed and the below listed information must be clearly specified:
 - a) Date of issue of quotation must be within the project activity period
 - b) Quotations must be sent on the same day, bearing the same submission deadline. If hand quotations are sought, these must be collected in a time frame of two weeks.
 - c) Same product description must be written on the request for quotation, otherwise the beneficiary will not be able to compare the submissions received and communicate the decision why the best offer was chosen from the submissions received. A justification explaining the reason why the selected quotation was chosen should be included in each comparative sheet analysis. In the eventuality that there is a price discrepancy between the approved and awarded quotation and the invoice received, the beneficiary is requested to write a justifiable reason; otherwise the cheaper amount will be reimbursed
 - d) For all ICT related hardware, the request for quotations should be issued with the same product specifications to all bidders. For example, in case of PCs and Laptops, quotations must be issued for: specific processor type, ram size, storage size and type, display type, resolution and size so that a head-to-head comparison could be made. Failure to comply the cost will be considered as ineligible. If the beneficiary opts to get online quotations, a check list needs to be included with the comparative sheet analysis, verifying that the same product specifications have been requested. Same procedure applies to all other technical equipment.
 - e) All quotations, both local and foreign must have the date of quote submission. In the absence of such, the quotation will be considered as invalid.
 - f) A comparative sheet analysis of all quote submissions received must be attached with each purchase exceeding the direct order limit i.e. €300.00 VAT inclusive.
 - g) In the eventuality that quotations are sent to foreign suppliers and the later informs that they do not ship to Malta, the quotation will be considered as invalid and hence, its replacement must be sought.
 - h) An invoice of the purchase and a fiscal receipt is to be included with the quotation and comparative sheet analysis.

Aġenzija Żgħażaġh reserves the right to disqualify quotations and hence retain funds, if the beneficiary does not provide satisfactory selective reasons.

15. AUDITS AND MONITORING

Projects granted through the Musical Tuition for Young People in Band Clubs schemes may be monitored on site or through desk checks by Aġenzija Żgħażaġħ with the Malta Band Clubs Association at any time during the term of the grant agreement. All to-date project documentation is to be presented including evidence of project activities, participation of young people in these activities and financial documentation. Aġenzija Żgħażaġħ reserves the right to request evidence of items procured through this scheme for up to three years following the grant agreement.

16. DATA PROTECTION

All personal data contained in the e-application forms and grant agreements shall be processed in accordance with the Aġenzija Żgħażaġħ Data Protection Privacy Policy which is available on the Aġenzija Żgħażaġħ website www.agenziazghazagh.gov.mt.

ANNEX 1: DEVELOPING A GOOD PROJECT UNDER THE MUSICAL TUITION FOR YOUNG PEOPLE IN BAND CLUBS SCHEMES

Below you may find further tips which may help you develop a good project:

- i. A project needs to be clear in its rationale, clearly identifying how, and through which means, it will equip the organisation to create the impact on the quality of music tuition service which the band club offers.
- ii. The project should clearly show its sustainability and its relevance to past projects.
- iii. The project design should be linked to the objectives of the project, to the project outcomes and it should be clearly defined, realistic and balanced. The project design should follow the logistic of the proposed project and detail information regarding preparatory activities, the project activities and marketing activities.
- iv. To create impact is to have a strong effect on something or someone. A good project has clear and reachable goals for immediate impact of the project, and also a longer term plan for the impact it leaves on the immediate and wider community.
- v. Project visibility is a key ingredient to successful projects. Project visibility refers to ensuring everyone involved is aware of the aim and objectives of the project and of a series of measures set in place to ensure that the project is communicated to the wider community. Hence, the application should outline the initiatives which the beneficiary will be using to raise awareness of the project. These may include information packs, promotional items, inviting journalists to observe, issuing press releases, social networking activities (online and offline). Project visibility for Aġenzija Żgħażaġħ funded projects should include clear promotional value for youth participation in general. The compulsory use of the official Aġenzija Żgħażaġħ logo and a statement outlining the support being granted by Aġenzija Żgħażaġħ through the fund for Musical Tuition of Young People in Band Clubs should be included in all of the project material used for communication purposes. All instruments, IT equipment, furnishings and fixtures should display the labels provided by Aġenzija Żgħażaġħ that these were funded through Aġenzija Żgħażaġħ's schemes, in the absence of, the particular item will be deducted from funding.
- vi. The e-application should be entirely filled in and be submitted with all the requested annexes.

CONTACT DETAILS

Address: Agenzija Żgħażaġh
St Joseph High Road
Santa Venera SVR 1012

Website: www.agenzijazghazagh.gov.mt

Tel: 22586700

Project coordinator: Maria C. Borg
Email: maria-carmela.borg@gov.mt
Tel: 22586743

Any support regarding use of portal www.vofunding.org.mt and its technical use is to be sought through the Malta Council for the Voluntary Sector 22481110.