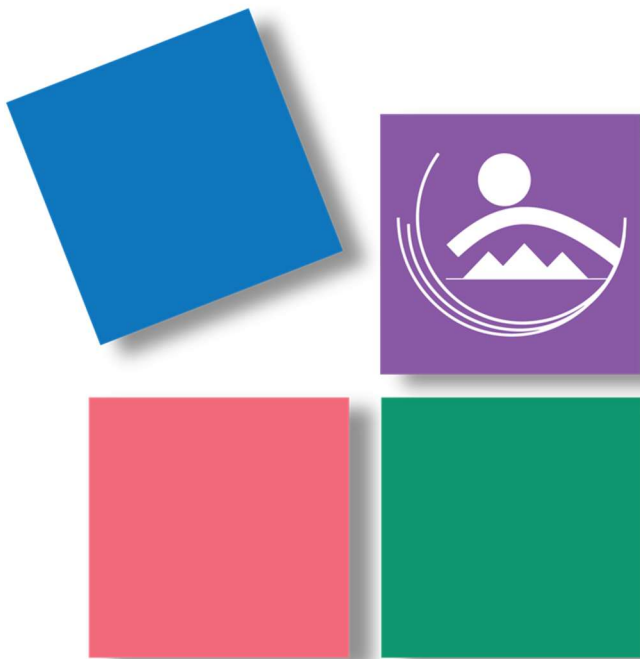




MINISTRY FOR GOZO



Ministry For Gozo SCHEMES

Non-Governmental
Organisations Assistance
Scheme

Guidelines for Applicants

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PART A - GENERAL INFORMATION ABOUT THE SCHEME

1. Introduction

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

The re-designed Scheme is intended to further enhance the channeling of financial support for specific purposes within the Gozitan community, provide more equitable opportunities in each identified priority area and to sustain the resourcefulness, the capacity and resolute of Voluntary Organisations who maintain a permanent presence in Gozo.

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 eligible for financial support could be small-scale projects, activities, events, educational campaigns and material. These guidelines are designed to assist eligible Voluntary Organisations in seeking funding opportunities in the realisation of initiatives that can make a real direct difference for the community 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 and ecological fabric of the Gozitan community;
- 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 foster co-operation between Voluntary Organisations and the Ministry for Gozo through collaborative initiatives.
- 1.1.4 To stimulate co-operation and networking between voluntary organisations

1.2 Priorities

The Scheme has been structured into three main Priority strands and each accentuates specific purposes.

1.2.1 Social Inclusion, Social Cohesion and Civic Responsibility within the Gozitan Community;

- 1.2.1.1 The advancement of an inclusive society by promoting positive actions to offset the causes of social exclusion.
- 1.2.1.2 The advancement of a socially cohesive society, thereby bringing about the harmonious interaction among the communities with plural, varied and dynamic cultural identities;
- 1.2.1.3 The advancement of active ageing initiatives by creating the environment and opportunities that enable people, in particular older adults, to be and do what they value throughout their lives;
- 1.2.1.4 The furtherance of civic responsibility amongst the community by sustaining the capacity and resources of the Gozo based Voluntary Organisations in order to promote the value of volunteering.
- 1.2.1.5 The furtherance of the skills and competencies of volunteers and employees of Gozo based Voluntary Organizations in order to address the needs of vulnerable/disadvantaged groups within our community.

1.2.2 Strengthening the Sustainability of the Ecological Fabric of Gozo:

- 1.2.2.1 The advancement of responsible environmental management and raise awareness about environmental conservation and protection;
- 1.2.2.2 The furtherance of awareness of the distinctive biological diversity of the Maltese Islands in particular those more prominent in Gozo;
- 1.2.2.3 The advancement of actions mitigating the main threats to the Islands' biodiversity, in particular:
 - the loss, fragmentation and degradation of the habitat;
 - the spread of invasive species;
 - the unsustainable use of the natural resources;
 - climate change
- 1.2.2.4 The advancement of sustainable agriculture and animal husbandry practises amongst the Gozitan operators;
- 1.2.2.5 The furtherance of the skills and competencies for volunteers and employees of Environmental and Animal Protection Voluntary Organizations based in Gozo.

1.2.3 Gozo's Artistic and Cultural Identity

- 1.2.3.1 The advancement of the Arts and the holding of cultural initiatives, events and thematic festivals in Gozo;
- 1.2.3.2 The pursuance towards artistic excellence and creative potential;
- 1.2.3.3 The preservation and promotion of the historical, cultural and artistic heritage of Gozo and the Gozitans;

- 1.2.3.4 The furtherance of cultural awareness and participation from amongst the community;
- 1.2.3.5 The development of intergenerational artistic and cultural experiences.

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 eligible proposals that address 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 within the established deadlines.

1.3.2 Maximum 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.

1.3.3 Budget

The overall funds available for the 2019 Scheme will be € 100,000.

The Permanent Secretary within the Ministry for Gozo, reserves the right to allocate additional funds should the funds available for the Scheme be not sufficient to meet the requirements for the eligible proposals selected for award.

In the case of residual funds, the Permanent Secretary reserves the right to either not allocate all the funds available or issue a modified second call for Proposals during the course of the year.

The decision of the Permanent Secretary is final and without any recourse.

1. Who implements the Scheme?

2.1 Scheme Administrator

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

The day-to-day management of the scheme will be administered by the Office of the Permanent Secretary.

The Ministry for Gozo will also:

- Appoint a Selection & Review Committee;
- Provide appropriate information on the Scheme;
- Institute a transparent and equitable administrative process;
- Monitor the implementation of the Scheme;
- Improve the visibility of the Scheme;
- Promote the dissemination and exploit the results of the Scheme;

2.2 Selection and Review Committee

The Permanent Secretary within the Ministry for Gozo will appoint a Selection and Review Committee to:

- Administer a transparent and equitable evaluation process of submitted proposals;
- Determine the eligibility of proposals in terms of the Eligibility, Exclusion and Capacity Criteria;
- Evaluate all eligible submissions according to the Quality Assessment Criterion;
- Compute the final score based on the Best Quality Budget Ratio;
- Draw up a ranking list for each Priority Strand;
- Recommend proposals for award;
- Carry out a review of the actions undertaken following the realization of the initiative;
- Recommend the extent of the financial assistance to be conferred;
- Review the Scheme and extrapolate any recommendations for the improvement of the Scheme and the management of future Funds earmarked for the Voluntary Sector in Gozo.

2. Criteria of Award

The scope of this Scheme is to augment the number of initiatives undertaken in Gozo by Voluntary Organisations in each Priority Strand.

The Ministry for Gozo will be ranking the submitted proposals based on a score computed utilising the Best Quality Budget Ratio.

3.1 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 Score awarded to the proposals by 0.60
- The Budget Consideration Score awarded to the proposals by 0.40

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

3.1.1 Quality Assessment Criterion

The Selection and Review Committee will evaluate the quality of the proposals in relation to the objectives and priorities 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 3.1 of this Guidelines.

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:

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

3.1.2 Budget Consideration Criterion

The Selection and Review Committee will also assess the eligibility of the sum being requested to realize the Initiative.

The proposal deemed eligible with the lowest sum being required to realise the Initiative 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;

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

3.1.3 Overall Best Quality Budget Ratio Evaluation.

The final score for each eligible 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.

3.2 Ranking of Proposals

The Selection and Review Committee will be ranking the eligible proposals in each Priority Strand - as established in Part A Section 1.2 - Priorities of the Scheme; based on the computed final score. Those with the highest score will be ranked first and consequently the remaining eligible proposals will be prioritised according to the final score.

3.3 Award Mechanism

The Selection and Review Committee having established the ranking list per Priority Strand will recommend for award the first proposal from each Priority Strand in the order as established in Part A Section 1.2 - Priorities of the Scheme. The process will continue until the earmarked funds have been allocated to the recommended proposals.

In addition, an overall threshold has also been set. To be considered for grant award, a proposal must attain an average Quality score of 50. Those that do not obtain this Quality score threshold will not be considered for grant award.

In the instance of proposals having the same final score, priority will be given to that proposal having the highest Quality Score. If further differentiation is needed, the proposals will then be prioritized having the lowest sum being requested to realize the Initiative. If a distinction cannot be made, the Selection and Review Committee will determine the basis of priority based of which proposal it deems will have the highest impact on the community.

3. What is the structure of the Scheme?

4.1 Eligible Initiatives

The Scheme foresees the funding of Initiatives which fall under the established Objectives and Priority Strands.

4.2 Criteria

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

4.2.1 Eligible Organisations

- 4.2.1.1 Be enrolled as a Voluntary Organisation in terms of the Voluntary Organisations Act, (Chapter 492 of the Laws of Malta);
- 4.2.1.2 Be fully compliant with the requisities of the Voluntary Organisations Act;
- 4.2.1.3 Be based in Gozo. This implies all
 - (i) Voluntary Organisations whose registered office is in Gozo;
 - (ii) Gozo based subsidiary organisations forming part of a single registered National Voluntary Organisation whereby the subsidiary has a permanent premises in Gozo from where services on a regular basis are provided;

4.2.2 Eligible Proposals

- 4.2.2.1 Be initiatives that address at least one General Objective of the Scheme;
- 4.2.2.2 Be initiatives that address at least one Priority Strand of the Scheme
- 4.2.2.3 Be initiatives Implemented/Held in its entirety in Gozo;
- 4.2.2.4 Be Initiated not earlier than the 4th January 2019;
- 4.2.2.5 Actions/Activities/Events be completed by the 3rd November 2019;

4.2.3 Eligible Applications

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

PART B - INFORMATION ABOUT THE SCHEME

5 General Information

5.1 Where to apply?

- 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.

5.2 When to apply?

- The e-application shall be accessible from the 3rd December 2018.
- The application must be submitted by the following deadline: Friday the 4th of January 2019 at 12:00.

5.3 Number of e-applications to submit?

- Only one application per Voluntary Organization is being permitted

An organization as defined in Section 4.2.1.3 (a) may submit an application either on its own or in conjunction with other organizations.

When applying in conjunction with other organizations, it must demonstrate that it will assume the role and responsibility of the lead organization and carry out the majority of the envisaged actions of the proposed initiative;

An organization as defined in Section 4.2.1.3 (b) may submit an application on its own on behalf of its Gozo based subsidiary organization/s.

It must clearly demonstrate that the actions to be undertaken will be carried out in their entirety by its Gozo based subsidiary organization/s.

5.4 How to apply?

5.4.1 Step One: Access Website

- Access the link: www.vofunding.org.mt;
- 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.

5.4.2 Step Two: Register the Voluntary Organization

- Click on the register button (top right)
- Fill in details (important to include the official email address of your organization;
- 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 online application”*

5.4.3 Step Three: Validation of Registration

- 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.

5.4.4 Step Four: Application form

- 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.

5.5 What are the criteria used to assess a proposal?

5.5.1 Eligibility Criteria

5.5.1.1 Eligible applicants

By the closing date of this call for proposals, the applicant must be:

- A non-profit and a non-governmental organisation;
- Enrolled with the Commissioner for Voluntary Organisations;
- In compliance with the requisites of the Voluntary Organisations Act

5.5.1.2 Duration of the Initiative

- The applicant will be required to realise the Initiative during 2019.
- This implies that any preparatory quotations/invoices shall not be sought/issued before the 4th January 2019 and all relevant payments to third parties are to be effected by no later than the 9th November 2019.

5.5.1.3 Timetable of Activities

- An overview of the main Activities must be annexed to the online application form.

5.5.1.4 Health & Safety Issues

- The applicant must clearly demonstrate that appropriate measures will be implemented in order to ensure the safety and protection of all those involved in the Initiative.

5.5.2 Exclusion criteria

The applicant must show that they are not in any of the situations listed hereunder which would prevent them from receiving financial support granted by this Scheme.

- They are bankrupt or being wound up;
- They are having their affairs administered by the courts, and/or are 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.

5.5.3 Capacity Criteria

5.5.3.1 Financial capacity

- The applicant must demonstrate that they have stable and sufficient sources of funding to support the financing of this Initiative for which they have applied.

5.5.3.2 Operational capacity

- The applicant must demonstrate that they have adequate operational capacity, that is, the necessary people, skills, competencies and motivation to complete the proposed Initiative.

5.5.4 Quality Assessment Criteria

<u>Assessment Criteria</u>	<u>Points</u>						
<p>5.5.4.1 Relevance towards the Objectives of the Scheme</p> <table border="1"> <tr> <td><i>0 - Applicant failed to address the Objectives set</i></td> <td><i>6 – good</i></td> </tr> <tr> <td><i>2 – poor</i></td> <td><i>8 – very good</i></td> </tr> <tr> <td><i>4 – fair</i></td> <td><i>10 - excellent</i></td> </tr> </table>	<i>0 - Applicant failed to address the Objectives set</i>	<i>6 – good</i>	<i>2 – poor</i>	<i>8 – very good</i>	<i>4 – fair</i>	<i>10 - excellent</i>	10
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<i>2 – poor</i>	<i>8 – very good</i>						
<i>4 – fair</i>	<i>10 - excellent</i>						

<p>5.5.4.2 Relevance towards the Priorities of the Scheme</p> <p>5.5.4.2.1 Overall Priorities</p> <table border="1"> <tr> <td><i>0 - Applicant failed to address the overall Priorities</i></td> <td><i>6 – good</i></td> </tr> <tr> <td><i>2 – poor</i></td> <td><i>8 – very good</i></td> </tr> <tr> <td><i>4– fair</i></td> <td><i>10 - excellent</i></td> </tr> </table> <p>5.5.4.2.2 Specific purposes within a Priority Strand</p> <table border="1"> <tr> <td><i>0 - Applicant fails to address any of the specific Priority purposes</i></td> <td><i>12 – good</i></td> </tr> <tr> <td><i>5 – poor</i></td> <td><i>16 – very good</i></td> </tr> <tr> <td><i>10– fair</i></td> <td><i>20 - excellent</i></td> </tr> </table>	<i>0 - Applicant failed to address the overall Priorities</i>	<i>6 – good</i>	<i>2 – poor</i>	<i>8 – very good</i>	<i>4– fair</i>	<i>10 - excellent</i>	<i>0 - Applicant fails to address any of the specific Priority purposes</i>	<i>12 – good</i>	<i>5 – poor</i>	<i>16 – very good</i>	<i>10– fair</i>	<i>20 - excellent</i>	30						
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<i>10– fair</i>	<i>20 - excellent</i>																		
<p>5.5.4.3 Quality and completeness of the Proposal</p> <p>5.5.4.3.1 Clarity of the Application</p> <table border="1"> <tr> <td><i>0 – Applicant failed to clearly fill in the e-application</i></td> <td><i>6 – good</i></td> </tr> <tr> <td><i>2 – poor (minimal detail)</i></td> <td><i>8 – very good</i></td> </tr> <tr> <td><i>4– fair</i></td> <td><i>10 - excellent</i></td> </tr> </table> <p>5.5.4.3.2 The content and methodology</p> <table border="1"> <tr> <td><i>0 – Non clarity of the details of the activities and how these will be realised</i></td> <td><i>6 – good</i></td> </tr> <tr> <td><i>2 – poor (minimal detail)</i></td> <td><i>8 – very good</i></td> </tr> <tr> <td><i>4– fair</i></td> <td><i>10 - excellent</i></td> </tr> </table> <p>5.5.4.3.3 Appropriate allocation and justification of the resources(Financial & others) to be committed</p> <table border="1"> <tr> <td><i>0 – budget estimates not realistic or non appropriate use of resources</i></td> <td><i>6 – good</i></td> </tr> <tr> <td><i>2 – poor</i></td> <td><i>8 – very good</i></td> </tr> <tr> <td><i>4– fair</i></td> <td><i>10 - excellent</i></td> </tr> </table>	<i>0 – Applicant failed to clearly fill in the e-application</i>	<i>6 – good</i>	<i>2 – poor (minimal detail)</i>	<i>8 – very good</i>	<i>4– fair</i>	<i>10 - excellent</i>	<i>0 – Non clarity of the details of the activities and how these will be realised</i>	<i>6 – good</i>	<i>2 – poor (minimal detail)</i>	<i>8 – very good</i>	<i>4– fair</i>	<i>10 - excellent</i>	<i>0 – budget estimates not realistic or non appropriate use of resources</i>	<i>6 – good</i>	<i>2 – poor</i>	<i>8 – very good</i>	<i>4– fair</i>	<i>10 - excellent</i>	30
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<p>5.5.4.4 Participation of the local Community</p> <p>5.5.4.4.1 Extent of active participation of the local Community</p> <table border="1" data-bbox="293 376 1129 524"> <tr> <td><i>0 – applicant failed to address this issue</i></td> <td><i>3 – good</i></td> </tr> <tr> <td><i>1 – poor (minimal detail)</i></td> <td><i>4 – very good</i></td> </tr> <tr> <td><i>2– fair</i></td> <td><i>5 - excellent</i></td> </tr> </table> <p>5.5.4.4.2 Involvement of people with few opportunities or associated in vulnerable/disadvantaged groups.</p> <table border="1" data-bbox="293 707 1129 855"> <tr> <td><i>0 – applicant failed to address this issue</i></td> <td><i>3 – good</i></td> </tr> <tr> <td><i>1 – poor (minimal detail)</i></td> <td><i>4 – very good</i></td> </tr> <tr> <td><i>2– fair</i></td> <td><i>5 - excellent</i></td> </tr> </table>	<i>0 – applicant failed to address this issue</i>	<i>3 – good</i>	<i>1 – poor (minimal detail)</i>	<i>4 – very good</i>	<i>2– fair</i>	<i>5 - excellent</i>	<i>0 – applicant failed to address this issue</i>	<i>3 – good</i>	<i>1 – poor (minimal detail)</i>	<i>4 – very good</i>	<i>2– fair</i>	<i>5 - excellent</i>	10
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<p>5.5.4.5 The potential of the Initiative in offering continuity and legacy</p> <table border="1" data-bbox="293 1061 1129 1209"> <tr> <td><i>0 - Proposal fails to address this issue</i></td> <td><i>6 – good</i></td> </tr> <tr> <td><i>2 – poor</i></td> <td><i>8 – very good</i></td> </tr> <tr> <td><i>4– fair</i></td> <td><i>10 - excellent</i></td> </tr> </table>	<i>0 - Proposal fails to address this issue</i>	<i>6 – good</i>	<i>2 – poor</i>	<i>8 – very good</i>	<i>4– fair</i>	<i>10 - excellent</i>	10						
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<p>5.5.4.6 The visibility of the initiative, in terms of marketing, publicity, promotional material and adverting of the main activities</p> <table border="1" data-bbox="293 1451 1129 1599"> <tr> <td><i>0 – Applicant failed to demonstrate this issue</i></td> <td><i>6 – good</i></td> </tr> <tr> <td><i>2 – poor</i></td> <td><i>8 – very good</i></td> </tr> <tr> <td><i>4– fair</i></td> <td><i>10 - excellent</i></td> </tr> </table>	<i>0 – Applicant failed to demonstrate this issue</i>	<i>6 – good</i>	<i>2 – poor</i>	<i>8 – very good</i>	<i>4– fair</i>	<i>10 - excellent</i>	10						
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Total Marks	100												

Where appropriate half marks may be given.

The scores of the sub-division of the individual Assessment Criteria, serve as an indication in order to assist prospective applicants when filling in their e-application.

5.6 Ethical Considerations

Any proposal for an indirect action which contravenes fundamental ethical principles or which does not fulfil any conditions set out in this call for proposals may be excluded from the selection process at any stage.

In addition any awarded Voluntary Organisation who has committed a wilful action which contravenes fundamental ethical principles during the implementation of the activities will invalidate the Grant Agreement. No financial assistance will be granted.

PART C - INFORMATION FOR APPLICANTS

6. How to formulate a good proposal?

The Quality Assessment criteria as indicated in Section B, sub-section 5.2.4 of this Guidelines, lists the criteria against which a proposal will be assessed.

6.1 Quality of design of the Initiative

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 itself 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 implement and measure the deliverables.

6.1.2 Quality of the programme of activities

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 defined 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 initiative must demonstrate how these will be affected.

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 targeted audience. 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 carry out the following three steps:

- (i) Check that the proposed initiative complies with the objectives and priorities of the Scheme.
- (ii) Check that an accurate budget proposal has been computed.
- (iii) Fill in the e-application form.

7.1 Check compliance with the Scheme criteria

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

- (i) Is compliant to the criteria set;
- (ii) Does not include any Exclusion criteria;
- (iii) Is aligned to the Selection criteria and the Quality Assessment criteria.

And that you will adhere to Government public procurement regulations.

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 not be considered for grant award.

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

7.1.2 Exclusion criteria

Applicants will be excluded from participating in the Scheme if they are in any of the situations as listed in Part B, Section 5.2.2.

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

- (i) Are subject to a conflict of interests.
- (ii) Are found 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 applicant is required to fill in the appropriate section in the e-application “Declarations”.

7.1.3 Capacity criteria

These criteria enable 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.

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

If co-financing of certain activities has been attained or being sought, the applicant must state the extent of finances that will be provided by the other sources of co-financing.

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

- (i) Ask for further information and/or documentation.
- (ii) Reject the application.

ii) Operational capacity

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

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

7.1.4 Quality Assessment criteria

The Quality Assessment criteria are indicators 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 are taken into consideration when assessing the quality of the initiative.

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 initiative;
- (ii) the relevant quotations, vat complaint invoices and fiscal receipts have been submitted to the Ministry for Gozo.

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 such 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:

- (i) 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.
- (ii) 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:

- (i) **Indicate in the appropriate section of the e-application "Project's Design",**
 - The Individual/Entity/Institution/Organisation bestowing the financial Assistance or Contribution in kind;
 - The amount being received from third parties;
 - The type of financing - whether it is Direct Financial Assistance or Contributions in kind;
- (ii) **Include the Co-financing Amount in the Budget of the Initiative in the appropriate Section "Budget"**

7.2.3 No double-financing

Any part of the initiative that is deemed to be supported 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- composed of a chairperson and two members; will conduct the selection procedure.

8.1 The selection procedure

The selection of proposals is as follows:

- (i) All applications are checked against the Eligibility Criteria, the Exclusion Criteria and the Exclusion criteria.
- (ii) Those applications deemed compliant in terms of Eligibility, Exclusion Capacity criteria will 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 has been completed, the Selection and Review Committee will issue an evaluation report which will include the list of proposals recommended for grant award for each Priority strand. This report will be submitted 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 as per Priority Strand

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 the 11th November 2019, 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 quotations, invoices, cash sales and fiscal receipts;
- (iv) A copy of the bank account which was utilised to effect payments to third parties;
- (v) 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:

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

Any procurement procedures undertaken 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 and 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; (iii) Staff Costs (iv) Hospitality/Catering Expenditure; and (v) expenditure linked to the promotion and visibility of the initiative; (B) (i) 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 to staff members who are involved in the realisation of the initiative. Staff members must be registered employees of the Voluntary Organisation. This expenditure is limited to the following thresholds:

Activities	Percentage of the Total Direct Cost (%)
Administrative and Logistical Support	5%
Professional Services rendered (Examples of such services, but not limited to are counselling, lecturing, tutoring, delivering of presentations)	15%

- The following information will be required:
 - A statement indicating the extent of involvement of staff members - name of staff members, number of hours and type of activity undertaken in the initiative and remuneration given;
 - Monthly payslips of the staff members involved in the initiative during the period of implementation;
 - An updated list of employees as issued by Jobsplus;

- **Hospitality/Catering Costs** limited to a maximum of 10% of the allocated 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 the allocated 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 not 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 allocated Grand Total.
Applicants are required to provide a breakdown of related indirect costs at application stage.

9.5 Finance and Sub-contracting

- In all cases beneficiaries shall abide fully with the Procurement Regulations set.
- In all cases the beneficiaries are obliged to utilize a standalone 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 award of grants

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 and address 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.



Beneficiaries may avail of the Ministry for Gozo's Marketing Guidelines. These will be provided to the beneficiary separately.

10.3 Audits and monitoring

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

The Ministry for Gozo may appoint an authorized delegate to conduct an audit. Therefore, all documentation appertaining to this initiative including copies of invoices and fiscal receipts should be retained for audit purposes.

10.4 Recovery of Funds

In the event that a beneficiary has failed to honour one or more of the conditions stated in the Grant Agreement, the Ministry for Gozo may initiate proceedings to recover full or part of any funds already reimbursed to the beneficiary.

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 those who are responsible for inspection or who may be appointed to audit the Scheme by the Ministry for Gozo and/or the Ministry of Finance.

10.6 Contact Details

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

Tel: 2215 6591

Email: ngoscheme.mgoz@gov.mt

Annex I Assessment Criteria

	Eligibility, Exclusion and Capacity 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 Voluntary Organisation based in Gozo	
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 of the General Priorities of the Scheme	
Yes/No	The proposed Initiative addresses at least one of the specific purposes of the indicated 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 2019 in its entirety	
Yes/No	The applicant has acknowledged the declarations in terms of Exclusion and Capacity as stated in the Application Form.	
Yes/No	The applicant has not indicated any action which might contravene fundamental ethical principles.	
Points	Quality Assessment Criteria	
10	Relevance towards the Objectives of the Scheme	
30	Relevance towards the Priorities of the Scheme	
30	Quality and completeness of the Proposal	
10	Participation of the local Community	
10	Potential of the Initiative in offering continuity and legacy	
10	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

Beneficiaries must abide with the procurement threshold and relevant requirements so as to guarantee transparency and accountability as per table hereunder

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 must be attained.
		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 144,000	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

- Procurement procedures made through Direct Orders will be permitted subject to the followings conditions:
 - The value of the supplies/works/services procured through Direct Orders must not exceed EUR 500 exclusive of VAT;
 - Approval from the Selection and Review Committee must be attained prior the initiation of a direct order procedure. The Voluntary Organisation will be required to clearly justify the request to resort to a direct order procedure;
 - Repetitions of Direct Orders for identical supplies/services/works should be avoided;
 - Division of Direct Orders to bypass threshold set is strictly prohibited.
- Quotations
 - must be requested with a specified deadline;
 - must be attained within the same period (not more than 1 month timeframe between one another)
 - If the minimum number of 3 quotations cannot be attained, the Voluntary Organisation must provide evidence that more than 4 potential suppliers/service providers were contacted.
- 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;