



Small Initiatives Support Scheme

**Managed by the Voluntary Organisations Fund
under the Malta Council for the Voluntary Sector**

Guidelines for Applicants

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PART A

GENERAL INFORMATION ABOUT Small Initiatives Support Scheme

1. Introduction

The SIS Scheme is an initiative which falls under the Voluntary Organisations Fund, administered by the Malta Council for the Voluntary Sector, was established as a foundation under Article 37(1) of the Voluntary Organisations Act, (Chapter 492 of the Laws of Malta). It shall be referred to herein as the “foundation”.

The foundation is governed by the provisions of the Second Schedule to the Civil Code and the registration with the Commissioner of Voluntary Organisations in accordance with Article 37(4) of the Voluntary Organisations Act (VOA).

The foundation was enrolled with the Commissioner of Voluntary Organisations, presently bearing VO number 0001 on the 1st of September 2009 and has to enrol as a foundation in the Register for Legal Persons contemplated under the Second Schedule of the Civil Code.

The foundation has been established by law to assist and support enrolled voluntary organisations through education, management support and financial grants in terms of Article 37(3) of the VOA.

This call for proposals is being issued by the Voluntary Organisations Fund under the Small Initiatives Support hereinafter referred to as ‘Small Initiatives Support Scheme’ or ‘SIS’. The Guide for the SIS Scheme (2015) are also published on the Malta Council for the Voluntary Sector website (www.maltacvs.com). The Guide constitutes an integral part of the call for proposals.

The **Small Initiatives Support (SIS) Scheme** is designed to assist applicants looking for funding on small projects that can make a real difference to their local communities.

1.1 Objectives

The general objectives establishing the SIS Scheme are the following:

- a) To stimulate co-operation and networking between voluntary organisations;
- b) providing a consultative forum that can effectively address issues related to the Voluntary Sector;

- c) provide a platform from which to develop co-operation between voluntary organisations and the Government;
- d) to promote and encourage a culture of volunteering and the participation in volunteer activities among people, especially children and youths, as an aspect of personal and social development; and
- e) to foster co-operation in the volunteer sector with local and international bodies, entities or other persons for the encouragement and promotion of the development of volunteering programmes, initiatives and activities;
- f) to encourage, in furtherance of the principle of subsidiarity, non-governmental bodies and private entities or persons and local councils to contribute to the promotion of volunteering in Malta.

1.2 Priorities

In addition to the above mentioned general priorities, annual priorities may be fixed for the SIS Scheme.

For 2015, the annual priorities are the following:

- Volunteering

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

- Training and Capacity Building

This priority is intended to encourage organisations to invest in training and capacity building, both of the members, volunteers and administrators focusing on strengthening the capability of VOs as part of the process of building the potential of voluntary organisations to respond to the needs of the community they serve. It is an approach to development that aims to instil commitment and improve management and technical skills through training (increasing knowledge), change of operating procedures and/or restructuring within an organisation, thereby making the organisation effective and sustainable. Voluntary organisations tend to be very adaptable to the societal trends leading to quick growth and change so it's important to ensure that there is sufficient capacity to implement changes within the organisation. It is important to include action plan on capacity building that revolve around the main pillars of managing the organisation that is finances, infrastructure, human resources and operations.

- Poverty and Social Inclusion

This priority is intended to encourage projects addressing the issues of poverty and marginalization and hate speech by focusing on actions such as enhancing awareness and commitment amongst the Maltese society to make it more inclusive. In this context, special emphasis shall be placed on the inclusion of

migrants, disabled young people, and other marginalized minorities in fulfilling their potential.

- **Education**

This priority is intended to encourage projects addressing the issues related to education with special focus on the support of marginalized and more challenged groups in the Maltese society.

- **Arts, Culture and Sports**

This priority is intended to encourage projects to address enhancements of awareness in artistic and cultural heritage amongst the Maltese society. Also projects should encourage local initiatives aimed in raising people's awareness of the sport sector, highlighting its contribution to healthy lifestyle and social development through an inclusive approach to fulfill the potential of the Maltese citizens.

2. What is the budget?

The fund for 2015 will be of €85,000 distributed in 2016. The MCVS may decide to increase the fund from other budgets. The VO Fund reserves the right not to allocate all the funds available. The decision of the Evaluation Board is final and indisputable.

3. What is the structure of the Small Initiatives Support Scheme?

3.1 Eligible Projects

In order to achieve its objectives, the SIS Scheme foresees projects which fall under the established priorities.

3.2 Criteria

To apply under the SIS Scheme your project should be:

- Not less than €1,000 and not more than €3,000.
- Completed within 12 months of the funding decision
- Containing all information required at the point of application

4. Who implements the Small Initiatives Support Scheme?

The Malta Council for the Voluntary Sector through the VO Fund is ultimately responsible for the running of the SIS Scheme. It manages the budget and sets priorities, targets and criteria for the SIS Scheme on an ongoing basis. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the SIS Scheme. The Malta Council for the Voluntary Sector bears overall responsibility for the supervision and monitoring of the ongoing projects.

The Malta Council for the Voluntary Sector's tasks are also to:

- provide appropriate information on the SIS Scheme;
- administer a transparent and equitable selection process for project applications to be funded through the SIS Scheme;
- provide effective and efficient administrative processes in the evaluation process and in the implementation of the SIS Scheme;
- evaluate and monitor the implementation of the SIS Scheme;
- provide support to project applicants and beneficiaries throughout the project life cycle;
- improve the visibility of the SIS Scheme;
- promote the dissemination and exploit the results of the SIS Scheme at national level.

5. Who can participate in the Small Initiatives Support Scheme?

5.1 Eligible applicants

Organisations submitting applications shall be:

- Voluntary organisations which at the date of application are enrolled with the Commissioner for the Voluntary Sector.
- Voluntary organisations who present an up to date 'compliance certificate' issued by the Commissioner for the Voluntary Sector.
- Voluntary Organisations who fall in the first two financial brackets according to the LN 379 of 2012 (annual turnover under €200,000).

PART B - INFORMATION ABOUT THE SCHEME

6. What are the criteria used to assess a Small Initiatives Support Scheme?

6.1 Eligibility Criteria	
Eligible applicants	<ul style="list-style-type: none"> • The applicants must be non-profit and non-governmental organisations which are enrolled with the Commissioner for the Voluntary Sector • Voluntary organisations who present an up to date 'compliance certificate' issued by the Commissioner for the Voluntary Sector • Voluntary Organisations who fall in the first two financial brackets according to the LN 379 of 2012 (annual turnover under €200,000)
Number of applications	<ul style="list-style-type: none"> • Only one application per VO. This implies that an organisation may only benefit from one application, both as a direct applicant and as a project beneficiary.
Duration of project	<ul style="list-style-type: none"> • Maximum of 12 months (including preparatory phase).
Activity programme	<ul style="list-style-type: none"> • An overview of the activity must be annexed to the application form.
Where to apply?	<ul style="list-style-type: none"> • Applications must be submitted to the Malta Council of the Voluntary Sector on line and can be found on the MCVS home page www.maltacvs.org <div style="text-align: center;">  </div>
When to apply?	<ul style="list-style-type: none"> • The application must be submitted by the following deadline: <i>13th November 2015 till noon.</i>

<p>How to apply?</p>	<ul style="list-style-type: none"> An online application form must be submitted to MCVS and can be found on the MCVS home page www.maltacvs.org <p style="text-align: center;">SIS APPLICATION FORM</p>
<p>Safety procedures of project</p>	<ul style="list-style-type: none"> The applicant must guarantee that appropriate measures are implemented as part of the project proposal, to ensure the safety and protection of participants directly involved in the project
<p>6.2 Exclusion criteria</p>	
<p>Exclusion criteria</p>	<ul style="list-style-type: none"> The eligibility criteria are listed in detail in Part C of this guide. In fact applicant must state, when signing the application form that they are not in any of the situations which would prevent them from receiving a grant. (please consult Part C of this Guide). The project proposal is or has not been granted through another EU/national fund.
<p>6.3 Selection Criteria</p>	
<p>Financial capacity</p>	<p>The applicant must show that they have stable and sufficient financial resources to support the final payment of 30% until they are reimbursed following evaluation of final report and financial documentation.</p>
<p>Operational capacity</p>	<ul style="list-style-type: none"> The applicant must show they have the necessary people, skills, competencies and motivation to complete the proposed project.
<p>6.4 Award criteria Refer to Annex 2</p>	

7. What are the funding rules?

Overview of funding rules					
The budget of the project must be drafted according to the following funding rules:					
	Eligible costs	Financing mechanism	Amount	Rule of allocation	Reporting obligations
Activity costs	Any cost directly linked to the implementation of the project.	Lump sum	100% of eligible costs	Provided that it is consistent with the budget presented in this application.	Full justification of the costs incurred, copy of invoices and copy of fiscal receipts. Achievements to be described in final report.
Costs for additional dissemination and exploitation of results	Costs linked to additional dissemination and exploitation of project's results.	Lump sum	100% of eligible costs	Conditional: additional dissemination and exploitation activities must be clearly outlined in the application form.	Full justification of the costs incurred, copy of invoices and copy of fiscal receipts. Achievements to be described in final report.

8. How to develop a good project?

The 'Award criteria' table on page 7/8 lists the criteria against which the quality of a project will be assessed.

Here is some advice which may help you to develop a good project.

8.1 Quality of project design

a) Quality of the preparation phase

The preparation phase is of crucial importance for the success of a project. During this phase, the organisation should choose and commonly agree on a theme relevant to the organisation itself and to the local community. They should look at creating a well-structured programme of the activity/ies by presenting a timetable, including working methods and the benefits of their project for the local community.

b) Quality of the activity programme

The activity programme should be linked to the objectives of the project, to the project outcomes and it should be clearly defined, realistic and balanced.

c) Quality of project content and methodology

- **Theme of the project**

The project should have a clearly identified theme and should reflect the interests and needs of participants. Some examples of potential project themes are art and culture, social exclusion, environment, heritage protection, youth information, European awareness, rural/urban development, health in the community, anti-racism/xenophobia, disability, support for the elderly, homelessness, migrants, equal opportunities, peer education, unemployment, sports, leisure, media and communications, etc. The theme has to be translated into the concrete activities/outcomes.

- **Innovative creativity and entrepreneurship**

Within the context of SIS scheme the accent is put on promotion of innovative elements in the project. The project should aim at introducing, implementing and promoting innovative approaches. These innovative aspects may be related to the content and objectives of the activity, the involvement of promoters from different backgrounds, creative and unexplored way of solving problems related to the community, experimentation with new methodologies and project formats or dissemination of the project results.

- **Active involvement of participants in the project**

The activity programme and working methods should aim to have an impact on the members of the organisation and on the Maltese community. The project should engage the active involvements of the members of the organisation and

Maltese citizens possibly identified as target population of the activity. Participants should also be actively involved in the preparation and evaluation phases of the project as one of the project outcomes.

d) Quality of project reach

- **Impact, multiplier effect and follow-up**

The impact of SIS scheme should not be limited to the participants in the activity. Applicants should, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the Activity.

- **Visibility of the project/ visibility of Small Initiatives Support Scheme**

Promoters should reflect together on measures aimed at enhancing the visibility of their project and the visibility of the SIS Scheme. The creativity of applicants in offering additional potential whilst disseminating information about the planned activity, and the opportunities offered by the SIS Scheme will be highly scored in the evaluation process. Visibility measures mainly occur before and during the implementation of the initiative. Such measures can be divided into two broad categories:

- **Visibility of the project**

Beneficiaries and participants should 'publicize' the project - as well as its aims and objectives. In order to raise awareness of the project the beneficiary could for example develop information material; send a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue 'press releases' or write articles for local papers, develop websites or newsletters; engage in social network activities such as creating a Facebook page; create an e-group, a web space, a photo-gallery or blog on the Internet.

- **Visibility of the Small Initiatives Support Scheme**

The compulsory use of the official logo of the SIS Scheme should be included in all of the project material used for communication purposes (internal and external). The communication objectives should included a description of the multiplier effect of the Small Initiatives Support Scheme on the Maltese society in order whilst also outlining the opportunities offered by the Malta Council for the Voluntary Sector through the Scheme.

PART C - INFORMATION FOR APPLICANTS

All applicants who intend to submit a project in order to be considered for financial support from the Malta Council for the Voluntary Sector under the Voluntary Organisations Fund – Small Initiatives Support Scheme are invited to read carefully this section.

9. What do you have to do in order to submit a Small Initiatives Support Scheme project?

To submit a project proposal under the SIS Scheme you must the following three steps:

1. Check that your project complies with the Scheme criteria.
2. Check that you present an accurate budget proposal.
3. Fill in and submit your application form without leaving any missing Annexes that are required.

9.1 Check compliance with the Scheme criteria

As applicant and potential beneficiary, you must verify and ensure that your project meets the: eligibility, does not include any exclusion criteria, is aligned to the selection criteria and outlines the award criteria.

a) Eligibility criteria

The eligibility criteria relate to the project type, the target group and the conditions for submitting a grant request under the SIS Scheme. If your project does not meet the eligibility criteria, it will be rejected without being further evaluated (as stated in Annex 2 – Ranking Sheet). To be deemed eligible, your project must meet all the eligibility criteria. For details of the eligibility criteria please consult Part B of this Guide.

b) Exclusion criteria

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

- They are bankrupt or being wound up.
- They are having their affairs administered by the courts, and/or are having entered into an arrangement with creditors, and/or have suspended business 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 the contracting authority 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 VO Fund's financial interests.
- They are following another procurement disciplinary procedure or grant award procedure financed by the VO Fund, MCVS or any other Government Agency; they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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

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

These exclusion criteria apply to SIS Scheme. To comply with these provisions, applicants must sign a 'declaration on honour' certifying that they are not in any of the situations mentioned above. This 'declaration on honour' constitutes a specific section of the application form.

c) Selection criteria

The selection criteria enable the Evaluation Board to assess the applicant's financial and operational capacity to complete the proposed project.

d) Financial capacity means the applicant has stable and sufficient sources of funding to maintain its activity throughout the project.

The applicant must submit with the application:

- A copy of the financial statements for the last financial year for which accounts have been closed as presented to the Commissioner for the Voluntary Sector.

If, on the basis of these documents, the Evaluation Board concludes that the required financial documentation has not been provided or is not satisfactory, then they may:

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

e) Operational capacity means the applicant must show that it has the necessary people, skills competencies and motivation to complete the. This constitutes a specific section of the application form.

f) Award criteria

The award criteria are indicators/outcomes that allow the Evaluation Board to evaluate the quality of projects submitted for grants. On the basis of these criteria, grants will be awarded to those projects which are maximizing and aligned to the overarching objectives of the SIS Scheme.

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

9.2 Check the financial conditions

a) Types of grant

The grant under the SIS Scheme is of a lump sum (fixed amounts) approach. 70% of the contracted grant will be given to the beneficiary on signing of the agreement and the final balance of 30% will be given to the beneficiary on closure of the project that is after the evaluation of the final report is terminated, and confirmation of receipts of declared expenditure and other relevant documentation is verified.

b) Co-financing

Co-financing implies that the SIS Scheme grant may not finance the entire costs of the project because the total sum requested is greater than the maximum possible fund allocation by the SIS Scheme. In this case the applicant may complement the sum granted through the VOs won financial resources or by seeking private assistance.

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

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

c) No double-financing

A project supported under the SIS Scheme may not be in receipt of any other Government or European Union funding.

To avoid the risk of double-financing, the applicant must indicate in the relevant section of the application form, the sources and the amounts of any other funding received or applied for in the same financial year.

9.3 Fill in and submit the application form

Once a applicant assumes the role of coordinator and submits to the Evaluation Board a single application for the whole project on behalf of all the promoters. If the application is positively assessed and selected, the applicant will be the beneficiary of a single grant agreement proposed by the SIS Scheme for the funding of the project.

a) Application procedure

The eligibility criteria to be met regarding the procedure to be followed for the submission of a project are described in Part B of this Guide. Furthermore, the applicants must respect the provisions described below.

An application will be accepted only if it:

1. Is submitted via the online correct application form which is completed in full and dated.
2. Shows a budget in conformity with these Guidelines.
3. Is accompanied by all the requested additional documentation.
4. Is delivered as per stipulated the deadline.

Please note that not more than one project can be submitted by the same applicant organisation.

b) Use the official application form

Applications must be:

- only be filled on line in www.maltacvs.org

c) Provide proof of your legal status

The **successful** applicants must be in enrolment with the Commissioner for the Voluntary Sector and provide a Compliance Certificate issued by the Commissioner for VOs.

d) Estimated budget

Applications must include a detailed estimated budget (included in the application form) in which all prices are given in Euro (€).

Any application which exceeds the maximum limits will not be automatically excluded but will be scaled down within the limits set by the Guidelines.

No changes can be made after the application has been submitted. However, the Evaluation Board may give the applicant the opportunity to rectify formal and manifest errors in the application within a reasonable deadline. In these circumstances, the Evaluation Board must contact the applicant in writing.

10. What happens once the application is submitted?

All applications received by the Evaluation Board will undergo a selection procedure.

10.1 The selection procedure

The selection of applications is as follows:

1. they are checked against the eligibility criteria, the selection criteria and the exclusion criteria;
2. those applications which have successfully passed these checks are assessed and ranked according to the award criteria.

The process is described in Annex II titled Evaluation Process.

10.2 Decision

Once the evaluation, including the verification of financial conditions, is completed, the Evaluation Board prepares a ranking list in order of final mark of each project.

The Evaluation Board shall endorse the ranking list and decides on the projects to be granted funding, based on the Evaluation Board's proposal and the budget available. The Evaluation Board decision is final and indisputable.

10.3 Notification of award decisions

Applicants should, be notified in the outcome of the selection procedure during the first month after the application deadline.

All successful and unsuccessful applicants will be informed in writing. On termination of the application procedure the documents including the application form and the scoring documents will not be returned to the applicant.

11. What happens if your application is approved?

11.1 Grant agreement

In the event of definitive approval by the Evaluation Board, a grant agreement is drawn up between the Malta Council for the Voluntary Sector 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 a subsidy to a beneficiary.

For projects approved by the Evaluation Board, it is intended that beneficiaries should receive the agreements for signature by the 31st March 2016. This agreement must be signed and returned to the Malta Council for the Voluntary Sector. The Malta Council for the Voluntary Sector will be the last party to sign.

11.2 Grant amount

Acceptance of an application does not necessarily constitute an undertaking to award funding equal to the amount requested by the applicant (this funding could be reduced).

The awarding of a grant does not establish an entitlement for subsequent years.

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.

Furthermore, the amount allocated may not exceed the amount requested.

11.3 Eligible costs

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

- Be necessary for the implementation of the project.
- Be included in the provisional budget attached to the agreement.
- Be consistent with the principles of sound financial management, in terms of value for money and cost-effectiveness.
- Be incurred during the lifetime of the project as defined in the agreement.
- Be truly and actually be incurred by the beneficiary.
- Be recorded in the beneficiary's accounts in accordance with applicable accounting principles.
- Be deposited in a standalone account.
- Be declared in accordance with the requirements of the applicable tax and social security legislation.
- Be identifiable and verifiable, and be backed up by original supporting documents.

11.3.1 Eligible direct costs

Eligible direct costs are costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the project and which can therefore be booked to it directly.

Staff costs are eligible but are limited to a maximum of 15% of the allocated total direct cost.

Hospitality (catering) costs are eligible but are limited to a maximum of 10% of the allocated total direct cost.

11.3.2 Eligible indirect costs (administrative costs)

A flat rate amount not exceeding 5% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project such as postage,

photocopying etc. Indirect costs may not include costs already entered under another budget heading.

11.4 Payment procedures

a) Procedure with one pre-financing installment

The projects supported under the SIS Scheme will be subject to a payment procedure consisting of one pre-financing payment and a final payment/recovery of the balance due, as described below:

b) Pre-financing payment

A pre-financing payment of 70% will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement. Pre-financing is intended to provide the beneficiary with a float.

c) Payment or recovery of the balance

1. The amount of the final payment to be made to the beneficiary will be established on the basis of a final report to be submitted within one month following the end date of the project.
2. The beneficiary must provide documents giving evidence that the activities organised with the support of the SIS Scheme funding effectively took place.
3. If the eligible costs actually incurred by the beneficiary during the project are lower than those anticipated, the beneficiary will be required to repay any excess amounts already transferred under the pre-financing payments.

12. Other main contractual provisions

12.1 Non retroactivity

1. No grant may be awarded retrospectively for projects already completed.
2. A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement has been signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the application.

Starting the project before signing the grant agreement is done at the risk of the beneficiary and does not make it more likely a grant will be awarded.

12.2 Sub-contracting and award of procurement contract

In those cases where the implementation of the project requires sub-contracting or the award of procurement contracts, beneficiaries of grants shall award the contract to the tender offering best value for money, that is to say, to the tender

offering the best price-quality ratio, while taking care to avoid any conflict of interest.

12.3 Information on the grants awarded

Grants awarded in the course of a financial year must be published on the website of the MCVS during the first half of the year following the closure of the financial year for which they were awarded. The information may also be published in any other appropriate medium, including the Official Newsletter of MCVS. The Malta Council for the Voluntary Sector will publish the following information:

- Name and address of the beneficiary.
- Purpose of the grant.
- Amount awarded and rate of funding.

12.4 Publicity

Apart from the measures foreseen for the visibility of the project and for the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for each granted project. Beneficiaries must clearly acknowledge the Malta Council for the Voluntary Sector and the VO Fund support in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used.

This must be done according to the following instructions:

1. Use of the Malta Council for the Voluntary Sector logo (as shown in the image below).
2. Use of disclaimer stating the following: *'This project has been funded with support from the VO Fund within the Malta Council for the Voluntary Sector'*. The font *Arial* must be used when quoting this sentence.

Official logo of the Malta Council for the Voluntary Sector and SIS Scheme (compulsory)



If these provisions are not fully complied with, the beneficiary's grant may be reduced.

12.5 Audits and monitoring

A granted project may be subject to monitoring visits. The beneficiary will undertake, with the signature of its legal representative, to provide proof that the grant has been used correctly. The Malta Council for the Voluntary Sector may itself check or appoint an authorised delegate to audit the use made of the grant at any time during the term of the agreement. Such audits may be carried out up to 24 months from the date of the signing of the Grant Agreement. Consequently all documentation appertaining to this project including original fiscal invoices and receipts should be retained for audit purposes.

12.6 Recovery of Funds

The audit conclusions may necessitate that the Grant Award, in full or in part, may be recovered from the applicant Voluntary Organisation due to a failure to honour one or more of the conditions stated in the Grant Agreement.

Recovery may also be applied in the case of underutilization/wrong utilization of the previously advanced 70%.

12.7 Data protection

All personal data contained in the application forms and 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 SIS Scheme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit appointed by the Ministry of Education, Education and the Family and/or the Ministry of Finance, through whom the funds for the SIS Scheme are made available.

CONTACT DETAILS

Voluntary Organisations Fund

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ANNEX I

**Application for:
Small Initiatives Support Scheme**
Version valid as of October 2015

Project number	
<i>For Official Use</i>	<i>Postmark/Date of receipt</i>

Small Initiatives Support Scheme

Please fill in all relevant sections of this application. It is compulsory to annex ALL documents requested in the check list.

Please consult the Guidelines for Applicants to find all the information you to fill in this application form.

Part I. Project identification and summary

Name of the applicant	
<i>Please indicate the name and acronym of the applicant/organisation.</i>	<i>VO Enrolment Number</i> VO.....

Title of the project
<i>Please give a short title to the project.</i>

Type of Activity	
<i>Please tick the box corresponding to the project for which you are submitting this application.</i>	
Training Courses for the public and volunteers	<input type="checkbox"/>
Events such as exhibitions, festivals etc.	<input type="checkbox"/>
Web Site	<input type="checkbox"/>
Publications	<input type="checkbox"/>
Other (Please specify) _____	<input type="checkbox"/>

Duration of the project	
<i>Please indicate the total duration of the project from preparation to completion.</i>	
<p>Start date of the project: (date when the first costs incur) <i>Costs incurred should be after the date of the signing of the Grant Agreement</i></p> <p>-----</p>	<p>End date of the project: (date when the last costs incur) <i>Costs incurred should be not later than 12 months of the signing of the Grant Agreement.</i></p> <p>-----</p>
Total duration of the project (in months):	
Place where the project will take place	
Name of location	
Relevance to the general objectives of the Small Initiatives Support Scheme	
<i>Please tick relevant box(es).</i>	
<p>a) to stimulate co-operation and networking between voluntary organisations;</p> <p>b) providing a consultative forum that can effectively address issues related to the Voluntary Sector;</p> <p>c) provide a platform from which to develop co-operation between voluntary organisations and the Government;</p> <p>d) to promote and encourage a culture of volunteering and the participation in volunteer activities among people, especially children and youths, as an aspect of personal and social development; and</p> <p>e) to foster co-operation in the volunteer sector with local and international bodies, entities or other persons for the encouragement and promotion of the development of volunteering programmes, initiatives and activities;</p> <p>f) to encourage, in furtherance of the principle of subsidiarity, non-governmental bodies and private entities or persons and local councils to contribute to the promotion of volunteering in Malta.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Relevance to the priorities of the the Small Initiatives Support Scheme	
<i>Please tick relevant box(es).</i>	
<ul style="list-style-type: none"> <p>• Volunteering</p> <p>This priority is intended to encourage projects aimed at raising awareness of the value and importance of volunteering as a form of active engagement and as a tool to develop or improve competences for personal, social and professional development.</p> 	<input type="checkbox"/>
<ul style="list-style-type: none"> <p>• Training and Capacity Building</p> <p>This priority is intended to encourage organisations to invest in training and capacity building, both of the members, volunteers and administrators focusing on strengthening the capability of VOs as part of the process of building the potential of voluntary organisations to respond to the needs of the community they serve. It is an approach to development that aims to instil commitment and improve management and technical skills through training (increasing knowledge), changed operating procedures and/or restructuring within an organisation, thereby making it more effective and sustainable. Voluntary organisations tend to be very adaptable and can grow and change very quickly so it's important to ensure that there is enough support for the changes within the organisation.</p> 	<input type="checkbox"/>
<ul style="list-style-type: none"> <p>• Poverty and Social Inclusion</p> <p>This priority is intended to encourage projects addressing the issue of poverty and marginalization, hate speech and encouraging people's awareness and commitment to tackling these issues for a more inclusive society. In this context, special emphasis shall be placed in particular on the inclusion of migrants, disabled young people, and other marginalized minorities.</p> 	<input type="checkbox"/>
<ul style="list-style-type: none"> <p>• Education</p> <p>This priority is intended to encourage projects addressing the issues related to education with special focus on the support of marginalized and more challenged groups in the community.</p> 	<input type="checkbox"/>
<ul style="list-style-type: none"> <p>• Arts, Culture and Sports</p> <p>This priority is intended to encourage projects aimed at raising people's awareness to the various aspects of the artistic and cultural heritage through various local initiatives as well as encourage projects aimed at raising people's awareness of the sport sector, highlighting its contribution to healthy living and social development.</p> 	<input type="checkbox"/>

Summary of the project

Please give a short description of your project (approximately 10-15 lines) including the target dates of the key activities.

Please note that if your project is approved, this paragraph may be used for publication. Therefore be accurate and include the venue(s), the type of project, the objectives and priorities, the duration in months, the number of participants, the implemented activities and the methods applied. Please be concise and clear.

Part II. Applicant

A. Details of the applicant	
Name of Organisation	
Street address	
Postcode	
Locality	
Country	
Telephone	
Email	
Website	

<i>Person authorised to sign the contract on behalf of the applicant (legal representative)</i>	
Family name (<i>Ms/Mr</i>)	
First name	
Position/function	

<i>Person in charge of the project (contact person)</i>	
Family name (<i>Ms/Mr</i>)	
First name	
Position/function	
Email	
Telephone/mobile phone	

If the organisation has in the last three years acquired other funding for other projects both from local Public Funds or EU Funds, fill in the table below:

<i>Year of Funding</i>	<i>Type of Funding</i>	<i>Amount in €</i>

Part III. Project description

The points below are intended to serve as a guide for your description of the proposed activities. The information that is requested will be very important in the selection process, and later for the running of the project. If more space is needed, please extend boxes.

Objectives and priorities:

Please explain the context, the origin and the objectives of your project and in which way it meets the objectives and the priorities of the Small Initiatives Support - VO Fund

Project's design:

Please indicate:

- the activities foreseen throughout the project for its implementation, including preparatory and evaluation activities,*
- an indicative timetable of the planned Activity.*

Impact, multiplier effect and follow-up:

Please explain the expected impact on and the local community involved in the project and which measures are foreseen to attain this impact. In a long term perspective, please describe how you plan to achieve a multiplier effect and sustainable impact.

Visibility:

Apart from the compulsory use of the SIS Logo, please describe:

- how you will ensure the visibility of the project;*
- how your project will provide clear promotional added value for the Volunteer Sector in general*

Project Calendar
<i>Please give an indicative calendar of events including the preparation, activity and final reporting stages of your project.</i>
Month 1
Month 2
Month 3
Month 4
Month 5
Month 6
Month 7
Month 8
Month 9
Month 10
Month 11
Month 12

Part IV. Budget (ALL ITEMS IN EUROS)

For further information please consult the Guidelines for Applicants. Please note that the VO Fund may modify the amounts indicated in the grant request according to the funding rules of the Programme Guide.

A. Grant requested from the Small Initiatives Support Scheme	
Amount requested from the Small Initiatives Support Scheme	€

B. Activity costs <i>Please state clearly all type of estimated costs.</i>	
- estimated expenses linked to the project: material, equipment, venue, etc;	€
- estimated expenses linked to the organisation of activities (promotion, advertisement, rental costs, speakers, fees paid to external service providers* etc);	€
- staff costs limited to a maximum of 15% of the allocated total direct cost	€
- hospitality (catering) costs limited to a maximum of 10% of the allocated total direct cost	€
Total direct costs	€
<i>Indirect Costs - other estimated expenses directly linked with the project implementation (administration, local transports, postage, photocopying etc); not exceeding 5% of the above total direct costs</i>	€
Grand TOTAL	€

* external service providers refer to persons rendering a service to the organisation who are not members of the applicant organisation

Part V. Signature of the legal representative

<p><i>The applicant undertakes to inform the Evaluation Board of all changes affecting this application.</i></p> <p><i>The applicant allows the VO Fund to make available and use all data provided in this application form for the purposes of managing and evaluating the Small Initiatives Support Scheme. All personal data collected for the purpose of this project shall be processed in accordance with the Data Protection Act.</i></p>	
<p>Applicant</p>	
<p>Any one of the legal representatives indicated by the statute of the applicant organisation</p>	
<p>Name and Surname in capital letters:</p>	
<p>Position of Signatory (position held as at the date of signing of this Grant Application)</p>	
<p>Date:</p>	
<p>Signature:</p>	

Part VI. Declaration on honour

To be completed by the person authorised to enter into legally binding commitments on behalf of the applicant.

I, the undersigned, hereby request a grant from the Small Initiatives Support Scheme of EUR to implement the action covered by this grant application.

I certify that all information contained in this application, including project description, is correct to the best of my knowledge and am aware of the content of the annexes to the application form.

I confirm that my organisation has the financial and operational capacity to complete the proposed project.

I confirm that my organisation has taken the appropriate measures to ensure the protection and safety of participants directly involved in the project.

I take note that grants may not be awarded to applicants who are in any of the following situations:

- (a) if they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) if they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) if 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 those of the country where the contract is to be performed;
- (e) if they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation;
- (f) if following another procurement procedure or grant award procedure financed by the Government or the European Commission, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- (g) if, on the date of the grant award procedure, they are subject to a conflict of interest;
- (h) if, on the date of the grant award procedure, they are guilty of misrepresentation in supplying the information required by the Evaluation Board as a condition of participation in the grant award procedure or fail to supply this information.

I confirm that neither I nor the organisation for which I am acting as legal representative are in any of the situations described above, and am aware that disqualification and/or legal steps may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the VO Fund through the Malta Council for the Voluntary Sector to publish on its internet site or in any other appropriate medium:

- The name and address of the beneficiary of the grant;
- The subject of the grant;
- The amount awarded.

By signing this application form, I accept all the conditions set out in the Small Initiatives Support - VO Fund published on the website of the Malta Council for the Voluntary Sector.

Date (day/month/year):

Signature:

Name in capital letters:

*Stamp of the applicant
(if available):*

Position/function:

Part VII. DOCUMENTS ATTACHED TO APPLICATION

Part VI. DOCUMENTS ATTACHED TO APPLICATION

The applicant must attach in pdf. Format the below documents with the online application.

In the absence of these documents the application will be considered as ineligible.

Certificate of Compliance issued by the Commissioner for VOs	
Annual Returns of 2014 as submitted to the Commissioner for Voluntary Organisations	

Annex II – Ranking Sheet

Project Code	Priority	Eligibility Criteria
Yes/No		Complete Application Form
Yes/No		Fits within one or more of the focus areas of intervention
Yes/No		The promoter is not receiving funding from other sources for the same project
Yes/No		Not in any of the situations which would prevent promoter from receiving a grant. as per Part C of this Guide
Yes/No		Project remit within the mandate of the Beneficiary
Yes/No		The promoter was enrolled with the Commissioner for VOs
Yes/No		Only one project promoter
Yes/No		Maximum Project duration is of 12 months including preparation
Yes/No		Supporting Financial documentation
10		Financial Capacity to support implementation of the project
15		Relevance towards objectives and priorities of SIS
10		Clarity of Application Form
10		Project Sustainability
10		Operational Capacity of the Organisation to undergo project
25		The quality of project content and methodology
10		The quality of project reach
10		Involvement of people with fewer opportunities
100		Total Marks
		Ranking

Annex II – Evaluation Process

