



## **CIVIL SOCIETY FUND**

### **Grants for Civil Society Organisations PART 2**

**Managed by the Malta Council for the Voluntary Sector  
on behalf of the Ministry for Social Dialogue, Consumer  
Affairs and Civil Liberties**

**Guidelines for Applicants  
28<sup>th</sup> May 2017**

**CIVIL SOCIETY FUND**  
**GRANTS FOR CIVIL SOCIETY ORGANISATIONS**  
**Guidelines for Applicants 2017**

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## 1. Background

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Civil Society Organisations (hereinafter 'CSOs'<sup>1</sup>) are considered to be the backbone of any democratic society. CSOs often fail to adopt an active role at European Union (EU) level primarily because of financial restraints. As a result, the government is committed to provide financial incentives to support CSOs engagement in activities with other organisations not only at a local level but also at a European level with the aim to encourage the exchange of best practices, knowledge and information amongst organisations at a local and at an international level.

Potential applicants are encouraged to read the following Guidelines thoroughly in order to avoid submitting ineligible applications.

## 2. Purpose of the Civil Society Fund

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This call for proposals is intended to provide successful applicants with financial assistance for the purpose of facilitating their affiliation with and participation in European groupings, associations, federations, confederation networks, and training related to EU Policy/Programmes.

The objectives of the Civil Society Fund (CSF) are the following:

1. To assist CSOs to keep abreast with the developments occurring at an EU level;
2. To enable CSOs to better educate their members on EU matters related to their respective fields of competence; and
3. To enable CSOs to participate effectively in the decision-making process at a European level.

## 3. Eligible Actions

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Interested applicants may submit a proposal that corresponds to the following eligible actions:

**Action 1:** The affiliation of CSOs to European umbrella organisations, grouping, federations, confederations or networks.

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<sup>1</sup> According to the European Commission Civil Society Organisations (CSO's) encompasses non-governmental organisations (voluntary organisations), grassroots organisations, cooperatives, trade unions, professional associations, universities, media and independent foundations.

and/or

**Action 2:** Attendance at conferences, seminars and meetings abroad in relation to affiliations in European umbrella organisations, groupings, federations, confederations or networks and participation in Training Abroad related to EU Policy or Programmes.

Allocation of these funds shall be at the discretion of the evaluation committee responsible for allocating funds. The Committee will award the funds on the basis of the merits of the proposal submitted by the CSO according to the eligibility and selection criteria established in these Guidelines.

#### **4. Eligible Criteria**

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Eligible applicants are Civil Society Organisations that include one of the following:

- Voluntary, self-governing organisations not subject to direction by public authorities, independent of political control, enrolled and compliant with the Commissioner for Voluntary Organisations in terms of the Voluntary Organisations Act.
- Social Partners or any other Civil Society Organisation having official recognition under some specific law or regulation or administrative act<sup>2</sup>.
- CSOs that are established for the specific purpose of meeting needs in the general interest or in the interest of their mission statement and not having an industrial or commercial character.

Documents to proof the status of the organisation should be attached to the application form.

#### **5. Eligible Costs**

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1. Affiliation Fees, Flights (Annex I), Conference registration fees are considered as eligible costs.

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<sup>2</sup> Constituted Bodies benefiting from funds under other budget lines of the CSF or under any fund that may come into existence whereby such constituted bodies would be provided with financial assistance for EU-related activities are not eligible for co-financing under this call.

2. Once the grant is approved, a consequent subsistence fee will be reimbursed through a daily rate (Annex II).
3. VAT is eligible expenditure for reimbursement purposes, only if it is borne by the Beneficiary. VAT amounts should always be listed separately on invoice.

## **6. Exclusion Criteria**

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Potential applicants may not participate in this call for proposals or be awarded funds if:

- they are bankrupt or being wound up, or are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended 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; and / or
- they have been convicted of an offence concerning professional conduct by a judgement which is *res judicata* (i.e. against which no appeal is possible) ; and / or
- they are guilty of grave professional misconduct proven by any means which the European Commission can justify; and / or
- 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 Maltese Law; and / or
- 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 Malta's or to the Unions' financial interests; and / or
- they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement or other grant award procedure financed by the Union budget; and / or
- the CSOs are profit making organisations or political parties or organisations affiliated to such profit making organisations or political parties; and / or
- they are not constituted bodies and civil society organizations recognised by law or enrolled under the Voluntary Organisations Act; and / or
- the entities are presenting an application for funding not related to the purpose set out under the CSF eligibility criteria; and / or
- the entities are constituted bodies benefiting under Part 1 of the CSF; and / or
- they are already receiving public funding from any other government ministry, department or entity or other institution including European Union funds for the activities for which funding is being claimed under the CSF.

## 7. Eligibility Period

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This call shall cover activities carried out during the **1<sup>st</sup> of July 2016 up till the 30<sup>th</sup> of June 2017**. Only activities that have already taken place during this time period are eligible.

## 8. Budget Available

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Financial contribution from the CSF will not exceed **80%** of the total eligible costs borne by the respective CSO and will not exceed the amount of **€6,000.00**, whichever is the lowest, for any one organisation. (e.g. *Total Project Cost: €7,500, Reimbursement: €6,000 , co-financing: €1,500*).

Amount awarded is subject to availability of funds. The Evaluation Committee may decide to allocate less than 80% to each application to support a larger amount of eligible applicants.

## 9. Documentation

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1. A complete application form (Annex 3).
2. In case of Action 1, proof of payment of the affiliation fee needs to be presented with the application form for the cost to be considered eligible.
3. In case of Action 2, conference invite, conference program, conference registration receipt, agenda, certificate of participation and other relevant documentation should be submitted.
4. With regards to flights original invoices<sup>3</sup>/fiscal receipts and boarding passes/e-ticket and all relevant proof of payment are to be presented.

Only proposals which are supported by the said documentation will be considered for reimbursement under this Call. **Incomplete application forms shall be automatically rejected.**

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<sup>3</sup> As per public procurement procedures.

## **10. Evaluation Process**

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Projects received will be evaluated by the CSF Evaluation Committee in accordance to the eligibility and selection criteria. All applications will be assessed according to the following criteria:

*(i) Eligibility of the applicants*

Verification that the applicant meets the requirements as per section 4 - 'Eligible Criteria' of the Guidelines.

*(ii) Verification that the content of the application is complete*

It is important that the applicant presents a complete application form, filled in with all relevant details. It is important for applicants to ensure that all sections of the application form are completed and claims are clearly defined under Annex I and II. Applications received after the stipulated deadline will not be considered.

*(iii) Contact meeting to present all required documentation*

Following the submission of the e-application, there shall be an electronic communication to inform the applicant on details of a contact meeting where all documentation supporting the application shall be presented. The contact meeting shall be carried out within one calendar month from the deadline for applications.

Following the contact meeting, those applicants that are found not to have presented all the obligatory documentation as requested under Annex III and IV will be informed in writing to submit the missing documentation within 5 working days of the written communication. Failure to provide these documents after the stipulated period will render that part of the request as ineligible.

## **11. Means of redress**

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If, at any stage of the administrative treatment of grant applications, the CSOs concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the Ombudsman in accordance with Chapter 385 of the Laws of Malta.

## 12. Approval of Grant

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The CSF is a national fund. When the project is selected, the beneficiary will be bound by the principles of good governance, sound financial management and the relevant national regulations pertaining to public funds.

Upon approval of the proposal, the grant allocated will be paid out in full, provided that proof of expenditure of the total amount is submitted and that the grant shall not exceed 80% of the eligible expenses incurred by the CSO up to a maximum of €6,000.00.

## 13. Submission of Project Proposals

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<b>Where to apply?</b>	✓ Online applications must be submitted to the Malta Council of the Voluntary Sector on line and can be found on the MCVS home page <a href="http://www.vofunding.org.mt">www.vofunding.org.mt</a>
<b>When to apply?</b>	<ul style="list-style-type: none"><li>• The application may be submitted as of: <b>17<sup>th</sup> July 2017</b></li><li>• The deadline to submit applications is: <b>18<sup>th</sup> August 2017 till noon</b></li></ul>
<b>How to apply?</b>	<p><b><u>Step One: Access Website</u></b></p> <ul style="list-style-type: none"><li>✓ Access the link: <a href="http://www.vofunding.org.mt">www.vofunding.org.mt</a></li></ul> <p><b><u>Step Two: Register the Voluntary Organisation/Civil Society Organisation</u></b></p> <ul style="list-style-type: none"><li>✓ Click on the register button (top right)</li><li>✓ Fill in details (important to include the official email address of your organisation e.g. <a href="mailto:info@mcvs.com">info@mcvs.com</a>)</li><li>✓ Click on submit</li><li>✓ A message stating “<i>Thank you for registering. Your registration will be validated within one (1) working day. Following validation, you may proceed with the online application</i>”</li></ul> <p><b><u>Step Three: Validation of Registration</u></b></p> <ul style="list-style-type: none"><li>✓ After registering kindly wait for validation issued by the Malta Council for the Voluntary Sector since we need to</li></ul>



	<p>confirm that the details inputted are congruent to our database.</p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ The validation will be granted by a maximum of one WORKING day after registering.</li> </ul> <p><b><u>Step Four: Application form</u></b></p> <ul style="list-style-type: none"> <li>✓ Access the application form of the specific funding scheme.</li> </ul>
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For further guidance to potential beneficiaries, an information session will be held and details shall be made available on MCVS Official Website ([www.maltacvs.org](http://www.maltacvs.org)). It is highly recommended that interested applications attend this meeting.

## Annex I – Calculation of Flights

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Type of Flight	Mean Amount
Region 1	€ 220.00
Region 2	€ 230.00
Region 3	€ 230.00
Region 4	€ 300.00
Region 5	€ 250.00
Region 6	€ 400.00

Region	Major Airports
Region 1	Athens, Catania, Rome, Reggio - Rome, Tripoli
Region 2	Bologna, Budapest, Geneva, Istanbul, Lyons, Marseille, Milan, Munich, Sofia, Stuttgart, Verona, Zurich
Region 3	Catania, Geneva, Munich, Frankfurt, Hamburg, Prague, Vienna, Madrid
Region 4	Amsterdam, Berlin, Brussels, Dusseldorf, London Gatwick, London Heathrow, Paris
Region 5	Manchester
Region 6	Inter-connecting Flights

## Annex II – Per Diem Allowances

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The applicable daily rates of subsistence allowances (per diem allowances) are calculated to cover complete periods of 24 hours and are fixed for countries to which public officers may be sent for duty visits. The per diem allowance covers accommodation costs and subsistence allowance in respect of breakfast and two main meals, local travel, telecommunications and all other incidental and sundry expenses.

The applicable per diem allowances are set as follows (equivalent to Class B in the Public Service as per MFIN Circular 1/2016 dated 1<sup>st</sup> February 2016):

### **RATES: Per Diem Allowance for Duty Travel Overseas**

<b>COUNTRY</b>	<b>€</b>
ALBANIA	162
AUSTRIA	203
BELGIUM	218
BOSNIA and HERZEGOVINA	131
BULGARIA	204
CROATIA	162
CYPRUS	214
CZECH REPUBLIC	207
DENMARK	243
ESTONIA	163
FINLAND	220
FRANCE	221
GEORGIA	157
GERMANY	187
GREECE	200
HUNGARY	200
ICELAND	223
IRELAND	229
ISRAEL	320
ITALY	207
LATVIA	190
LITHUANIA	165
LUXEMBOURG	213
MONACO	261
MONTENEGRO	107
NETHERLANDS	237
NORWAY	221
POLAND	195
PORTUGAL	184
ROMANIA	200
RUSSIAN FEDERATION	369
SERBIA	142
SLOVAKIA	185
SLOVENIA	162
SPAIN	191
SWEDEN	231
SWITZERLAND	325
TURKEY	158
UKRAINE	257
UNITED KINGDOM	248

## Annex III – Application Form

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### GENERAL INFORMATION

Before completing this application form, please read the relevant guidelines of the Civil Society Fund. Links to this document and further information can be found on <http://maltacvs.org/civil-society-fund/>

In accordance with standard practice, the information provided in your application form may be used in order to evaluate and monitor the implementation of the Civil Society Fund. The relevant data protection regulations will be respected.

### SECTION 1: THE APPLICANT

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#### 1.1. Organisation Details

<b>Name of the Organisation:</b>	
<b>Acronym (where applicable):</b>	
<b>Legal address:</b>	
<b>Postal Code:</b>	
<b>Website:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Identification number of Voluntary Organisation or other proof of legal standing:</b>	
<b>Year Organisation was established:</b>	
<b>Number of Members registered with the organisation:</b>	
<b>VAT Registration No: (if applicable)</b>	

**1.2. Person responsible for the organisation (legal representative)**

<b>Name and Surname:</b>	
<b>Position in the organisation:</b>	
<b>Postal address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Fax Number:</b>	
<b>E-mail address:</b>	

**1.3. Contact Person for implementation of this project**

<b>Name and Surname:</b>	
<b>Position in the organisation:</b>	
<b>Postal address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Fax Number:</b>	
<b>E-mail address:</b>	

**1.4. VAT Status**

Does the organisation recoup VAT from the VAT Department?

Yes

No

If **Yes**, VAT will be considered an ineligible cost for the purposes of this project proposal.

If **NO**, please provide a short description of why the organisation is not in a position to recoup VAT.

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**SECTION 2: THE ORGANISATION**

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**2.1 Profile of the Organisation**

In the box below, please provide a general description of the organisation, including membership, objectives, area of experience and projects/activities that have been implemented (maximum one page).

**2.2 Experience in EU/national funding**

Please provide information about any type of European or national funds your organisation/group has received in the past two years. Please include name of programme, name of project, the awarding body, the year it was awarded and the amount of funds received.

<b>Name of Programme/Grant</b>	<b>Name of the Project</b>	<b>Awarding Body</b>	<b>Year of Award</b>	<b>Amounts of Funds Received</b>

## SECTION 3: PROPOSED ACTIONS 2015 - 2016

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### 3.1 Eligible Actions

From the list provided, please identify the eligible action that is **most** relevant:

<b>1</b>	Affiliation Fee in <b>European</b> umbrella organisations, groupings, federations, confederations or networks.
<b>2</b>	Attendance at conferences, seminars and meetings abroad on matters <b>related to the EU</b> and in relation to affiliations in <b>European</b> umbrella organisations, groupings, federations, confederations or networks.

#### 3.1.1. Project Description (in Case of Affiliation Fee)

If you are applying for more than one affiliation fee, please insert the same details as indicated below for each affiliation.

*If you only ticked eligible action 2, please proceed to the next table.*

Action 1:	
Reference number as assigned in Annex IV – budget breakdown table (to be submitted with this Application Form).	
Name of European umbrella organisation/grouping/federation, confederation or network:	
Postal Address:	
Website:	
Telephone number:	
Brief description on the European umbrella organisation/grouping/federation, confederation or network:	

**3.1.2 Project Description (in Case of Conferences/seminars/meetings/training in EU policy or programmes)**

If you ticked eligible action 2, please provide a description of your project proposal in the table below. If you are applying for more than one event, please insert the same details as indicated below for each event.

<b>Action 2</b>	
<b>Reference numbers as assigned in Annex IV– budget breakdown table (to be submitted with this Application Form).</b>	
<b>Name of Organiser of the Conference/ seminar/ meeting/ EU related Training</b>	
<b>Postal Address of the organiser</b>	
<b>Telephone number</b>	
<b>Website of the organiser</b>	
<b>Brief description of the conference/seminar/meeting organiser</b>	
<b>Date of the conference/seminar/meeting</b>	
<b>Venue / Location (Place &amp; country)</b>	

Please provide a description of the training/conference/seminar/meeting: (*maximum of two pages*)



### **3.2 Project Justification**

Please explain the relevance of the proposed activity/activities towards strengthening and enhancing the development of (i) your organisation and (ii) Malta (maximum one page)

**NB: IN CASE OF MORE ACTIVITIES, PLEASE INSERT THE SAME TABLES AS ABOVE FOR EACH ACTIVITY**

## **SECTION 4: PUBLICITY**

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### **4.1 Dissemination of Results**

Please indicate the measures planned to disseminate the outcome of the project proposal to  
(a) the members;  
(b) the general public

## **SECTION 5: DECLARATION BY THE APPLICANT**

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I declare that the entries in this form and the details in the **Application Form** and any other annexes enclosed are, to the best of my knowledge and belief, correct.

I declare that the organisation has not received public funding from any government ministry, department or entity or other institution including European Union funds for the activities for which funding is being claimed in this application.

I acknowledge that the application will be subject to regular monitoring/auditing and undertake to keep adequate records for this purpose in line with instructions received from the Civil Society Fund (CSF) Committee.

I hereby authorise the CSF Committee to check the veracity of all documentation relating to this application if and when required without the need of obtaining my permission.

I understand that if the information included in the Application Form is found not to be factually correct, the application may be rejected.

I understand that if the application is incomplete in all relevant detail and every aspect, including this section, it may also be rejected.

<b>Name and Surname:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Signature:</b>	

## SECTION 6: SUMMARY APPLICATION DETAILS

**Applicant Name:**

**Address:**

**Tel. No:**

**Mobile No:**

**Email:**

**Amount Funding Sought:**

*For official use only:*

Application Date:

Acknowledgement sent:

Evaluation Date:

Funding Approved: €

The Application Form and Annex IV must be submitted **Online through the funding portal [www.vofunding.org.mt](http://www.vofunding.org.mt) between 17<sup>th</sup> July and 18<sup>th</sup> August 2017 (till noon).**

**All relevant documentation supporting this Application has to be invariably presented during the contact meeting.**

## Annex IV – Expenses Sheet

	A	B	C	D	E	F	G	H	I	J
1	<b>ACTIVITY ONE:</b>									
2	Reference Number[1]	Item of Expenditure	Procurement Procedure	Suppliers Name[2]	Invoice Number	Receipt Number	Cheque Number/ Bank Transfer	NET Amount (€)	VAT/other taxes (€)	Total Amount (€)
3	1a									
4	1b									
5										
6										
7	<a href="#">[1] This number should be written on the receipt, boarding pass or any other proof of payment that should be attached to the application form. Please refer to guidelines notes in the Section: Structured Guidelines to the Application Form.</a>									
8	<a href="#">[2] Name of the company/ supplier form where the item of expenditure was procured.</a>									
9										

Figure 1: Excel sheet 1 for Action 1 to include declared expenses and all relevant documentation for Affiliation Fees

	A	B	C	D	E	F	G	H	I	J
1	<b>ACTIVITY TWO:</b>									
2	<b>Reference Number[1]</b>	<b>Item of Expenditure</b>	<b>Procurement Procedure</b>	<b>Suppliers Name[2]</b>	<b>Invoice Number</b>	<b>Receipt Number</b>	<b>Cheque Number/ Bank Transfer</b>	<b>NET Amount (€)</b>	<b>VAT/other taxes (€)</b>	<b>Total Amount (€)</b>
3	2a									
4	2b									
5	2c									
6	2d									
7										
8										
9										
10										
11										
12										
13										
14										
15	<a href="#">[1] This number should be written on the receipt, boarding pass or any other proof of payment that should be attached to the application</a>									
16	<a href="#">[2] Name of the company/ supplier form where the item of expenditure was procured.</a>									
17										

**Figure 2: Excel sheet 2 for Action 2 to include declared expenses and all relevant documentation for Case of Conferences/seminars/meetings/training**