



**Ministry for Gozo
Non-Governmental Organisations
Assistance Scheme
2017**

Guideline for Applicants

Date : 12/07/17

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PART A - GENERAL INFORMATION ABOUT THE SCHEME

1. Introduction

The **Ministry for Gozo Non-Governmental Organisations Assistance Scheme 2017**, herein referred to as the 'Scheme', is a Ministry for Gozo initiative designed to provide support to and facilitate the realisation of small projects, activities and initiatives on the Island of Gozo by Voluntary Organisations (VO) during 2017.

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 guidelines are available on the Ministry for Gozo portal: www.mgov.gov.mt and the Voluntary Sector Funding portal www.vofunding.org.mt

1.1 Objectives

The objectives establishing the Scheme are the following:

- a) To enhance the social, cultural, economic and ecological fabric of the Gozitan society;
- b) To promote and encourage a culture of volunteering and the participation in volunteer activities amongst the Gozitan society;
- c) To stimulate co-operation and networking between voluntary organisations;
- d) To foster co-operation between Voluntary Organisations and the Ministry for Gozo through collaborative projects, initiatives and activities;

1.2 Financial Assistance

The Financial Assistance being provided under the Scheme is a grant payment. This will be given to the beneficiary only on submission of a satisfactory final report, inclusive of complete financial documentation, following the realization of the project/activity/event

2. Criteria of Award

The scope of this Scheme is to augment the number of projects/activities/events undertaken/held in Gozo by Voluntary Organisations. To realise this, the Ministry for Gozo will be ranking the submitted proposals based on the Best Quality Budget Ratio (BQBR).

2.1 Best Quality Budget Ratio

The BQBR is established by weighing the quality of the proposed project/activity/event against the sum requested to realize it on a 60/40 basis respectively. This is done by multiplying:

- The Quality scores awarded to the proposals by 0.60
- the Eligible Budget scores awarded to the proposals by 0.40

An Evaluation Board will be appointed to assess the submitted proposals in relation to the Criteria of the Scheme – Part B of this Guidelines.

2.1.1 Quality Assessment Criterion

The Evaluation Board will evaluate the quality of the proposals in relation to the objectives of the Scheme and award a score out of a maximum of 100 on the basis of 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 2.1 of this guidelines.

In order to be considered for grant award, a proposal must attain an average Quality score of 50. Those that do not obtain this Quality threshold will not be considered for grant award

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:

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

2.1.2 Budget Consideration Criterion

The Evaluation Board will also assess the eligibility of the sum being requested to realize the project/activity/event.

The proposal with the lowest eligible sum requested 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;

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

2.1.3 – Overall Best Quality Budget Ratio Evaluation.

The final mark of each proposal will be determined by adding the respective Quality Assessment and Budget Consideration scores. Annex 2 portrays how the final mark will be computed.

2.2 Maximun 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.

The Ministry for Gozo may decide to increase the number of approved proposals for funding in the case of residual funds. Should this procedure be implemented the amount on the residual fund will be allocated to the proposals that were deemed eligible but were not benefiting according to the ranking list.

The Ministry for Gozo reserves the right not to allocate all the funds available should proposals fall under the established Quality Assessment benchmark of 50 marks.

The decision of the Ministry for Gozo is final and without recourse.

3. What is the structure of the Scheme?

3.1 Eligible Projects, Activities and Events.

In order to achieve its objectives, the Fund foresees the funding of projects, activities, events which fall under the established objectives.

3.2 Criteria

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

(a) As an Voluntary Organisation:

- Be enrolled with the Commissioner of Voluntary Organisations;
- Be fully compliant with the requisities of the Voluntary Organisations Act, (Chapter 492 of the Laws of Malta);

(b) The proposed project, activity or event is to:

- Implemented/Held entirely in Gozo;
- Completed by the 3rd December 2017;

(c) The application form must :

- Be submitted by the closing date of this call for proposal;
- Be submitted online through the apposite e-application form. (No other form of transmission will be accepted.)
- Supplemented with a letter of compliance issued by the Commissioner of Voluntary Organisations
- Contain all the relevant information required at the point of application;

4. Who implements the Scheme?

The Ministry for Gozo is ultimately responsible for the administration of the Scheme. It establishes a budget and sets its priorities, targets and criteria for the Scheme. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Scheme.

The Ministry for Gozo will also:

- provide appropriate information on the Scheme;
- administer a transparent and equitable selection process for applications to be funded;
- provide effective and efficient administrative processes;
- evaluate and monitor the implementation of the Scheme;
- improve the visibility of the Scheme;
- promote the dissemination and exploit the results of the Scheme;

PART B - INFORMATION ABOUT THE SCHEME

5.1 General Information	
Where to apply?	<ul style="list-style-type: none">• Applications must be submitted online through the Malta Council for the Voluntary Sector funding portal www.vofunding.org.mt.• A link can also be found in the Ministry for Gozo's web site www.mgoz.gov.mt.
When to apply?	The application must be submitted by the following deadline: Friday the 4th August 2017 at 16:00 hours.
How to apply?	<p><u>Step One: Access Website</u></p> <ul style="list-style-type: none">✓ Access the link: www.vofunding.org.mt <p><u>Step Two: Register the Voluntary Organisation/Civil Society Organisation</u></p> <ul style="list-style-type: none">✓ Click on the register button (top right)✓ Fill in details (important to include the official email address of your organisation e.g. info@mcvs.com)✓ Click on submit✓ 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> <p><u>Step Three: Validation of Registration</u></p> <ul style="list-style-type: none">✓ After registering kindly wait for validation issued by the Malta Council for the Voluntary Sector since we need to confirm that the details inputted are congruent to our database.✓ Once your registration is approved the email address that you would have submitted will

	<p>be used for all sort of correspondence related to the various funding schemes.</p> <ul style="list-style-type: none"> ✓ The validation will be granted by a maximum of one WORKING day after registering. <p><u>Step Four: Application form</u></p> <ul style="list-style-type: none"> ✓ Access the application form of the specific funding scheme.
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What are the criteria used to assess a proposal?

5.2 Eligibility Criteria	
Eligible applicants	<ul style="list-style-type: none"> • The applicants must be non-profit and non-governmental organisations; • The applicants must be enrolled with the Commissioner for Voluntary Organisations; • The applicant must be in compliance with the Commissioner for the Voluntary Organisations by the closing date of this call for proposal.
Number of applications	<ul style="list-style-type: none"> • Only one application per Voluntary Organisation shall be submitted by the established deadline. This implies that an organization may either submit an application on its own or as a beneficiary with another organization.
Duration of the project, activity or event	<ul style="list-style-type: none"> • The applicants will be required to implement the project or hold the activity/event during 2017 but not later than the 3rd December 2017.
Timetable of the realization of the project or the holding of the activities/events.	<ul style="list-style-type: none"> • An overview of the Activity must be annexed to the online application form.
Other	<ul style="list-style-type: none"> • Protection and safety of participants: The applicant must guarantee that appropriate measures are implemented to ensure the safety and protection of participants involved in the project, activity or event.
5.2 Exclusion criteria	

Exclusion criteria	<ul style="list-style-type: none"> The applicants must show that they are not in any of the situations which would prevent them from receiving financial support granted by this Scheme.
5.3 Selection Criteria	
Financial capacity	<ul style="list-style-type: none"> The applicants must show that they have stable and sufficient sources of funding to support the financing of this project, activity or event for which they have applied.
Operational capacity	<ul style="list-style-type: none"> The applicants must show that they have the adequate operational capacity, that is the necessary people, skills, competencies and motivation to complete the proposed project or hold the event or activity.
5.4 Quality Assessment criteria	
Assessment Criteria	Points
The project/event/activity addresses/highlights the social, cultural, economic and ecological fabric of the Gozitan society.	25
The quality of the proposal, content and methodology	15
The level of active participation of the local community	10
Involvement of new audiences or development of existing ones	10
The potential of the project/event/activity in offering continuity and legacy	10
Visibility of the project/event/activity	10
Involvement of people with fewer opportunities	10
Clarity of Application Form	10
Total Marks	100

PART C - INFORMATION FOR APPLICANTS

6. How to formulate a good proposal?

The Eligibility criteria and Quality Assessment summarized in Annex 1, lists the criteria against which a proposal will be assessed.

6.1 Quality of design

6.1.1 Quality of the preparation phase

The preparation phase is of crucial importance for the success of any project, event or activity. During this phase, the organisation should choose and commonly agree on a theme relevant to the organisation itself and to the local community. It should define the objectives, determine who will be the intended beneficiaries and establish how it intends to measure the deliverables

6.1.2 Quality of the programme of undertakings.

The tasks required for the realization of the project or the holding of activities &/or events should be linked to the objectives set. These tasks should be clearly defined in a well structured time-table, realistic, and balanced.

6.1.3 Quality of proposal content and methodology

The project/event/activity should have a clearly identified theme and should reflect the interests and needs of the participants. The theme has to be translated into concrete tasks and projected outcomes. The target population is to be identified and how it will be affected must be demonstrated.

Some examples of potential proposals could be a project to address a specific situation a segment of the community that needs to be addressed; an event intended to increase the awareness of the potential of local communities or an activity to increase the involvement of local communities in the Voluntary Sector.

6.1.4 Active involvement of participants.

The project/event/activity should engage the active involvement of the members of the organisation and participants from the local communities, in particular the identified target population. The extent of involvement of the participants should also be designated as a deliverable of the proposed project/event/activity.

6.1.5 Quality in the publicity of the project/activity/event

The impact of this Scheme should not be limited to the identified target population. Applicants should, as much as possible, involve other people.

Applicants should therefore also consider measures aimed at enhancing the visibility of the project/activity/event with other sectors of the local community.

The Ministry for Gozo will hold a preliminary meeting in collaboration with the Malta Council for the Voluntary Sector for all prospective Voluntary Organisations to familiarize themselves with the VO Funding Platform so that they will be able to submit a clear and high quality proposal.

7 What do you have to do in order to submit a proposal?

To submit a proposal under the Scheme, you must effect the following three steps:

- a. Check that the proposed project/event/activity complies with the criteria of the Scheme.
- b. Check that an accurate budget proposal has been prepared.
- c. Fill in online and submit your application form without leaving any missing Annexes that are required.

7.1 Check compliance with the Scheme criteria

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

- Is compliant according to the Eligibility criteria;
- Does not include any Exclusion criteria;
- Is aligned to the Selection criteria and the Quality Assessment criteria.

7.1.1 Eligibility criteria

The eligibility criteria relates 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 be rejected without being further evaluated

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

7.1.2 Exclusion criteria

Applicants will be excluded from participating in the 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 have 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 Government of Malta's financial interests.
- They are following another procurement disciplinary procedure or grant award procedure financed by the Ministry or any other Government Ministry, Agency or Entity;
- 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.

The applicants must submit a document stating that they are not in any of the situations listed above which would prevent them from receiving financial assistance granted by this Scheme – vide Annex III form..

7.1.3 Selection criteria

The selection criteria enables the Ministry for Gozo to assess the applicant's financial and operational capacity to complete the proposed project/activity/event.

i) Financial capacity

The applicants must demonstrate that they have the necessary financial capacity to undertake the project/activity/event.

The applicants must submit a signed declaration stating that the Voluntary Organisation has the financial capacity to finance the project/activity/event by way of its own means or that it will fully/partly rely on the financial capacity of other Voluntary Organisations &/or Private Entities.

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

- Ask for further information and/or documentation.
- 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 project/activity/event.

The applicants must submit a document demonstrating that they have the necessary operational capacity to implement the project/activity/event by way of its own members or that it will fully/partly rely on the operational capacities of others.

7.1.4 Quality Assessment criteria

The Quality Assessment criteria are indicators/outcomes 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 will be taken into consideration in order to assess the quality of the project/event/activity.

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 project/activity/event.

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 project &/or the holding of the event/activity;
- (ii) the relevant invoicing and fiscal receipts have been submitted to the Ministry for Gozo by not later than the 6th December 2017.

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 project/activity/event. In these circumstances, the applicant may complement the sum being requested through the Voluntary Organisation's own financial resources, by seeking assistance from 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:

- 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.

7.2.3 No double-financing

Any proposal that is deemed to be supported in its totality through the receipt of any other Government or European Union funding will not be considered as eligible for assistance under the Scheme .

To avoid the risk of double-financing, the applicants 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.

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 Evaluation Board - composed of a chairperson and two members will conduct the selection procedure.

8.1 The selection procedure

The selection of proposals is as follows:

1. All applications are checked against the eligibility criteria, the selection criteria and the exclusion criteria.
2. Those applications deemed compliant in terms of eligibility, selection and exclusion, will be assessed in terms of the Quality of the proposal and Budget consideration and ranked accordingly.

8.2 Announcement of Results

Once the evaluation process is completed, the Evaluation Board will determine the amount to be granted, based on the ranking list and the budget available.

The Evaluation Board will issue an evaluation report and a ranking list in order of final mark of each proposal

The Evaluation Board will submit the evaluation report to the Ministry for Gozo's Permanent Secretary who shall endorse or otherwise the recommendations of the Board. 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 in Financial Assistance requested;
- v) The amount of Grant awarded;
- vi) The Final Score
- vii) The Ranking Order

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

On the completion of the proposed project/event/activity but no later than the 6th December 2017, the beneficiary must provide documents giving evidence that the project/activity/event organised with the support of the Scheme effectively took place. These shall include:

- i. A final report on the implementation of the project.
- ii. A final detailed financial statement of eligible costs actually incurred
 - List these costs in the same manner as the estimated budget, which justifies the funding requested expressed as a percentage of the eligible costs actually incurred;
 - If direct staff costs were incurred, an updated list of personnel employed by the Voluntary Organisation issued by Jobsplus must be attached)
- iii. A full summary statement of the actual receipts and expenditure of the project.
- iv. Full justification of the costs incurred (including quotations where applicable), original invoices, cash sales and VAT receipts.
- v. Achievements to be described in final report.

10. Other main contractual provisions

10.1 Finance, Sub-contracting and award of procurement contract

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 project/activity/event 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.

10.2 Information on the grants awarded

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

10.3 Publicity

Apart from the measures foreseen for the visibility of the project/activity/event and for the dissemination and exploitation of its results, there is an obligation of minimal publicity for each granted project/activity/event.

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.

Official logo of the Ministry for Gozo



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

10.4 Audits and monitoring

Beneficiaries may be subject to a monitoring visit. The beneficiary will undertake, with the signature of its legal representative, to provide proof that the grant has been used correctly.

The Ministry for Gozo may themselves check or appoint an authorised delegate to audit the use made of the grant at any time during the term of the agreement. All documentation appertaining to this project/event/activity including original fiscal invoices and receipts should be retained for audit purposes.

10.5 Recovery of Funds

The audit conclusions and the evaluation of the final report may necessitate that the Grant Award, in full or in part, may not be bestowed to the applicant Voluntary Organisation due to a failure to honour one or more of the conditions stated in the Grant Agreement.

10.6 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 the bodies responsible for inspection and audit appointed by the respective Ministry for Gozo and/or the Ministry of Finance, through whom the funds for the Scheme are made available..

CONTACT DETAILS

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

Tel : 22156591

Email: ngoscheme.mgoz@gov.mt

Annex 1 Eligibility and Quality Assessment Criteria

	Eligibility Criteria	
Yes/No	The application form is complete	
Yes/No	The proposed project/event/activity fits within one or more of the priority objectives of the Ministry for Gozo	
Yes/No	The promoter is not receiving funding from other sources for the same project/event/activity	
Yes/No	The Voluntary Organisation is not in any of the situations which would prevent it from receiving a grant. As per Part C of this Guide.	
Yes/No	The proposed project/event/activity is within the remit and mandate of the promoter.	
Yes/No	The promoter is enrolled with the Commissioner for Voluntary Organisations	
Yes/No	The promoter is complaint with the requities of Chapter 492 Volunatry Organisations Act	
Yes/No	The promoter is applying to realise only one project/activity/event	
Yes/No	The proposed project/event/activity will be completed before the 3rd December 2017.	
Yes/No	Supporting documentation have been annexed	
Yes/No	The promoter has the financial capacity to realise the proposed project/event/activity	
Yes/No	The promoter has the operational capacity to realise the proposed project/event/activity	
Points	Quality Assessment Criteria	
25	The Project/event/activity addresses/highlights the social, cultural, economic and ecological fabric of the Gozitan society.	
15	The quality of the proposal, content and methodology	
10	The level of active participation of the local community	
10	Involvement of new audiences or development of existing ones	
10	The potential of the project/event/activity in offering continuity and legacy	
10	Visibility of the project/event/activity	
10	Involvement of people with fewer opportunities	
10	Clarity of Application Form	
	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 - Exclusion Criteria Declaration Form

(to be completed, signed and uploaded with the proposal)

I, the undersigned hereby declare that neither I as promoter nor the Voluntary Organisation that I represent fall under any of the grounds listed under Part C, Section 7.1.2 of the Ministry for Gozo Non-Governmental Organisations Scheme 2017 Guidelines.

Signature :

Name & Surname :
Promoter

ID Card :
Promoter

Voluntary Organisation :
Name & VO No.

Date :