



2018 CALL FOR OFFICIAL DEVELOPMENT ASSISTANCE

GUIDELINES

The information you provide in your application form will be used to check the eligibility of your project for the approval of co-financing.

Only Organisations that are enrolled with the Commissioner for the Voluntary Sector (CVO) and are in compliance with the same Commissioner can apply.

Organisations that received ODA funding pre-2016 and have outstanding reporting/financial issues with the Ministry, will be considered ineligible.

Funding will not exceed 75% of the ODA-eligible project costs, requested by the applicant.

Following a pre-selection exercise, applicants will be requested to attend for an interview.

Application Forms along with the requested Supporting Documentation are to be submitted on this portal by not later than Friday, 26th January 2018, NOON. After the indicated deadline, the application will be disabled, and no further submissions will be possible.

Applicants are to ensure that all necessary supporting documents are submitted together with this form. Following submission, the Development Unit reserves the right to request any additional support material for clarification purposes.

Should you have any queries regarding the compilation of this form, kindly contact the Development Unit at the Ministry for Foreign Affairs and Trade Promotion, Palazzo Parisio, Valletta or e-mail to development.mftp@gov.mt or call on, Tel: 2204 2393, 2204 2383, 2204 2225, 2204 2275.

The portal is administered by Malta Council for Voluntary Sector (MCVS) and for any technical issues kindly contact Ms Maria Louisa Busuttill on Tel: 2248 1114.

It is important that in the process of compiling the application, you click 'save and validate' for every part in the application form and at the end you click 'submit', for the application form to be successfully submitted.

The application form is free of charge and submission of the application form with a proposal is also free of charge.



Selection criteria

(A) All eligible projects should meet the following criteria:

1. Targeting priority region in accordance with Malta's ODA policy (2014-2020).
2. In line with Malta's ODA Policy including Agenda 2030 for Sustainable Development (SDGs).

(B) More favourable consideration will be given to projects that meet the following criteria:

3. Partnership with other organisation/s.
4. Involvement of local beneficiary community in project design and implementation.
5. Capacity of the applicant (Technical and Financial Capabilities, previous experience in projects of similar scope and nature)
6. Characteristics of Project: Sustainability and innovation
7. Projects targeting the root causes of migration, the promotion of education, food security and gender equality.



Supporting Documentation (is to be uploaded with the application)

Supporting documentation required in connection with the application:

- Certificate of VO Registration
- Declaration (Annex I)
- Organisation statute
- Copy of applicant/s identification documents (valid ID card/Passport)
- Copy of Plans (in case of infrastructural works)
- Detailed budget breakdown (including for requested co-financing)
- Time line
- Power of Attorney (*where applicable*)
- Bill of Quantities (*in case of infrastructural projects*).
- Annual Accounts (2016) or an Affidavit duly notarised by a Notary Public justifying absence thereof, subject to submission until a date stipulated in agreement with the Ministry for Foreign Affairs and Trade Promotion, but in any case before any issuance of co-financing, if project is successful.
- Impact assessment, if applicable

PLEASE NOTE:

Part or all of the information you provide will be held electronically. This information will be utilised for the administration of applications and for the monitoring and auditing of reports. The Ministry has the right to share information with other government departments, agencies and implementing bodies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.

The following costs are not eligible for co-financing:

- 1 Administrative costs**
- 2 Flight costs**
- 3 Freight costs**
- 4 Salaries to applicant organisation (*except for community-based partners where they are directly involved in the project*).**



ANNEX I

Declaration

Declaration 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 ODA Fund EUR to implement the action covered by this grant application.

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 of the application form.

My organisation has the financial and operational capacity to complete the proposed project.

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 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 Ministry for Foreign Affairs and Trade Promotion 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 Ministry for Foreign Affairs and Trade Promotion to publish on its internet site or in any other appropriate medium:

All Information gathered from this application is held in accordance with the Data Protection Act. **(Cap. 440)**.

By signing this application form, I accept all the conditions set out in the ODA conditions published on the website of the Ministry for Foreign Affairs and Trade Promotion.

Date and Time of Submission	
Signature of the Legal Representative of the Applicant Organization	
Name of the Legal Representative of the Applicant Organization	
Position/Function of the Legal Representative within the Applicant Organization	