



**ACHIEVERS**

**YOUR GUIDE TO ACHIEVERS**  
2019



PARLIAMENTARY SECRETARIAT  
FOR REFORMS, CITIZENSHIP & SIMPLIFICATION

...the ...

**YOUR GUIDE TO ACHIEVERS – 2019**  
A FUNDING SCHEME  
FOR YOUNG PEOPLE'S WELL BEING

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## **PART A**

# GENERAL INFORMATION ABOUT ACHIEVERS

## **1. INTRODUCTION**

Achievers is a funding initiative being launched by the Parliamentary Secretariat for Parliamentary Secretary for Reforms, Citizenship and Simplification of Administrative Processes within the Office of the Prime Minister and is aimed towards Local Councils, Regional Councils and Voluntary Organisations.

### **1.1 AIM**

The Government is committed to continue to educate from an early age on the effects of drugs, of whichever kind they may be, and their impact on human health. In light of the decisions that need to be taken on the harm reduction approach related to the drug Cannabis, the government began a strong educational campaign that will reach 9,000 students.

The aim of this project is to sow resilience in our children so that when hardships are present in their lives they will have the strength to say no and not give in at the very first hurdle.

As a result, the Achievers project was established - the aim of which is to encourage young people to create and implement projects centred around community. The idea is to engage young people in different disciplines away from addictions. The disciplines can be related to areas such as: sports, art, music, culture or adventurous activities for youth.

## **2. BUDGET ALLOCATION**

The scheme has a financial allocation of €90,000 and the maximum budget allocated to each initiative is of €3,000.

## **3. WHEN AND WHERE TO APPLY**

Deadline of submission of e-application is noon, Tuesday 7th January 2020.  
E-applications must be submitted via the VO funding portal [www.vofunding.org.mt](http://www.vofunding.org.mt).

## PART B

# ELIGIBILITY AND AWARD CRITERIA

## 4. ELIGIBILITY CRITERIA

The following entities are eligible to apply for this scheme.

Local Councils, Regional Councils, Voluntary Organisations (VO) which are youth led or working with or for young people.

By the time of application, Voluntary Organisations other than Local Councils and Regional Councils have to:

- i. Provide a service to young people that are between 13 and 30 years of age.
- ii. Be officially registered as a Voluntary Organisation with the Commissioner for Voluntary organisations and compliant with the Commissioner for Voluntary Organisations as at date of application as per 'Annual Returns and Annual Accounts forms in accordance with Subsidiary Legislation 492.01'.
- iii. Be registered members of Aġenzija Żgħażaġh.
- iv. Submit only one e-application per centre through which the Voluntary Organisation operates.
- v. Submit projects which are to be implemented between 1st March 2020 and 30th November 2020.
- vi. Submit all information required at the point of e-application.

Furthermore,

- vii. Application should include the proposed date when the project is to take place.
- viii. The board will reserve the right to discuss the proposed date with the awardee should other proposed events are to coincide on the same proposed date.
- ix. The awardee must make sure that during such event, provide the necessary space and logistics to Agency Sedqa in order that such agency will be able to deliver their preventive message across. Sedqa personnel will be in touch with the awardee to collaborate together towards a better community based intervention.

## 5. EXCLUSION CRITERIA

- i. E-Applications submitted by organisations who are declared as non-compliant to the 'Annual Returns and Annual Accounts forms in accordance with Subsidiary Legislation 492.01' by the Commissioner for Voluntary Organisations at point of application.
- ii. E-Applications which do not contain full information as requested by application and in these Guidelines and Regulations.
- iii. E-Applications that do not address the aims of the scheme.
- iv. Project activities which have been funded through another EU or national fund.
- v. Projects that have already taken place.
- vi. Projects of an intrinsically commercial, or self-sustainable nature.

## 6. AWARD CRITERIA

Applications will be evaluated in relation to the following criteria:

- i. Relevance to the aim of this initiative (15 marks)
- ii. Coherency and flow of proposal. (10 marks)
- iii. The active participation of young people (15 marks)
- iv. Impact, Multiplier effect and Follow-up (15 marks)

- v. Innovation and Creativity (15 marks)
- vi. Visibility (15 marks)
- vii. Realistic budget. (Entities/Organisations can apply for projects that exceed the allocated budget of €3,000 as long as they state the total amount involved and clearly indicate the expenses that will be covered by the organisations. Project proposals should also show proof of costings related to project budget). (15 marks)

## **PART C**

# FUNDING RULES

## **7. FUNDING**

The budget of the project must be drafted according to the following funding rules. Eligible costs must be directly linked to the implementation of the proposed project or linked to the additional dissemination and exploitation of project's results.

### **7.1 HOW MUCH FUNDING WILL BE ALLOCATED TO THE PROJECT?**

100% of eligible costs proposed will be allocated up to a maximum of €3,000.

### **7.2 WHAT IS THE RULE OF ALLOCATION FOR PROJECTS UNDER THE SCHEME ACHIEVERS?**

Budget will be allocated provided that it is consistent with the budget presented in the e-application form and linked directly to the measures and activities outlined in the e-application form.

### **7.3 WHAT ARE THE OBLIGATIONS FOR THIS FUNDING SCHEME?**

For each project the entity/organisation needs to give:

- i. Full justification of the costs incurred (including quotations and bid analysis report where applicable), original invoices, cash sales and VAT receipts.
- ii. Outputs of achievements.
- iii. Clear outline of dissemination measures for each project outcome in final report.

### **7.4 HOW WILL DISBURSEMENT BE EFFECTED?**

- i. 50% will be refunded to the entity/organization upon the signing of the grant agreement. The other 50% will be refunded on presentation of the final report together with all the official fiscal receipts and the documentation related to the global expense of the initiative.

## **8. INELIGIBLE EXPENSES**

- i. Expenses covered by other Government or European Union funding schemes.

- ii. Expenses that are not included and justified by the budget submitted in the e-application.
- iii. Expenses not incurred during the time frame of the project stipulated in the agreement.
- iv. Expenses that are not clearly identifiable and verifiable, and supported by original documentation.
- v. Expenses that are not declared in accordance with the requirements of fiscal legislation.
- vi. All projects should abide by the laws of Malta.

## **PART D**

# PROCEDURES

### **9. ELIGIBILITY, EVALUATION AND AWARD PROCEDURE.**

All e-applications received will undergo an eligibility check against the eligibility criteria and exclusion criteria.

The e-applications which have successfully passed the above mentioned checks are evaluated by an assessors board appointed by the Parliamentary Secretary for Reforms, Citizenship and Simplification of Administrative Processes within the Office of the Prime Minister.

The assessors board appointed by the Parliamentary Secretary for Reforms, Citizenship and Simplification of Administrative Processes within the Office of the Prime Minister will list and issue the list of projects being granted funding based on the ranking order and the budget available.

All applicants will be notified of the result by email.

### **10. GRANT AGREEMENT**

Organisations receiving grants through the scheme will be required to sign an agreement with the awarding body. The agreement is drawn up to outline the obligations of the beneficiary and details the financial procedures and expenses list.

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. The amount allocated will not be in excess of the amount requested.

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

### **11. DISBURSEMENT**

#### **11.1 FINAL AND FINANCIAL REPORT**

- i. The payment made to the beneficiary will be established on the basis of the complete final and financial report which is to be submitted by the 16th December, 2020.
- ii. This report should include:

A brief descriptive report of the event, accompanied by any photographic evidence of the event together with any other relevant event literature.

A statement of expenses detailing date, supplier, description of expense and amount.  
Fiscal documents supporting each expense to enable auditor's verification.

## 12. AUDITS AND MONITORING

All eligible applications that were approved for disbursement shall be subject to verification by the auditor appointed by the Parliamentary Secretary for Reforms, Citizenship and Simplification of Administrative Processes. This may include on-site visits or desk checks. When requested, all to-date documentation needs to be presented, including supporting evidence of the desired project activities.

## 13. DATA PROTECTION

Personal Data supplied to the Parliamentary Secretary for Reforms, Citizenship and Simplification of Administrative Processes within the scope of adjudicating this scheme is processed, in accordance with Community obligations according to law and in line with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and any subsequent amendments, by the Parliamentary Secretary for Reforms, Citizenship and Simplification of Administrative Processes and by other stakeholders and competent authorities mandated to adjudicate, monitor, execute payments, control and audit the project/contract.

## 14. TIME LINE OF THE SCHEME

Launch of Scheme:	Tuesday 12th November 2019
Closing date:	Submissions of applications from date of launch till Tuesday 7th January 2020
Adjudication to be completed by:	Friday 31st January, 2020
Announcement of results:	Saturday 8th February, 2020
Submission of final report by Voluntary Organisations (VO), Local Councils and Regional Councils	Monday 16th December, 2020

## ANNEX 1:

# DEVELOPING A GOOD PROJECT UNDER THE ACHIEVERS SCHEME

Below you may find further tips which may help you develop a good project:

- i. A project needs to be clear in its rationale, clearly describing the youth initiative being proposed and identifying how, and through which means, it will create impact on the aim of the scheme. Such project is developed by and with young people and involves young people throughout its course.
- ii. The project design should be linked to the objectives of the project, to the project outcomes and it should be clearly defined, realistic and balanced. The project design should follow the logistic of the proposed project and detail information regarding preparatory activities, the project activities and marketing activities.
- iii. To create impact is to have a strong effect on something or someone. A good project has clear and reachable goals for immediate impact of the project, and also a longer term plan for the impact it leaves on the immediate and wider community.
- iv. Project visibility is a key ingredient to successful projects. Project visibility refers to ensuring everyone involved is aware of the aim and objectives of the project and of a series of measures set in place to ensure that the project is communicated to the wider community. Hence, the application should outline the initiatives which the beneficiary will be using to raise awareness of the project. These may include information packs, promotional items, inviting journalists to observe, issuing press releases, social networking activities (online and offline).





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