



Ministry For Gozo
SCHEMES

Non-Governmental
Organisations Assistance
Scheme

Guidelines for Applicants

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PART A

GENERAL INFORMATION ABOUT THE SCHEME

1 Introduction

The **Ministry for Gozo Non-Governmental Organisations Assistance Scheme**, herein referred to as the 'Scheme', is a Ministry for Gozo measure designed to enhance the channeling of financial support towards specific initiatives by Voluntary Organisations within the Gozitan community. It is also intended to provide more equitable opportunities in each identified priority area and to sustain the resourcefulness and capacity of Voluntary Organisations in Gozo.

The calls for proposals and these guidelines are being issued by the Ministry for Gozo. The Guidelines are available on the Ministry for Gozo website: www.mgoz.gov.mt and the Malta Council for the Voluntary Sector funding website: www.vofunding.org.mt. The application form may be accessed from the website www.vofunding.org.mt.

1.1 Objectives of the Scheme

The general objectives establishing the Scheme are the following:

- 1.1.1 To enhance the social, cultural and ecological fabric of the Gozitan society;
- 1.1.2 To promote and encourage a culture of volunteering and the participation in volunteer activities amongst the Gozitan society;
- 1.1.3 To foster co-operation and encourage collaboration between Voluntary Organisations and the Ministry for Gozo.
- 1.1.4 To stimulate co-operation and networking amongst voluntary organisations and to encourage collaboration of Voluntary Organisations with private sector entities and local councils.

1.2 Priorities

In addition to the above-mentioned general objectives, the Scheme is structured into three main Priority strands and each accentuates specific purposes as indicated hereunder:

1.2.1 Social Inclusion, Social Cohesion and Civic Responsibility within the Gozitan Community;

- 1.2.1.1 The advancement of an inclusive society by promoting positive actions to offset the causes of social exclusion.
- 1.2.1.2 The advancement of a socially cohesive society, thereby bringing about the harmonious interaction among the communities with plural, varied and dynamic cultural identities;
- 1.2.1.3 The advancement of active ageing initiatives by creating the environment and opportunities that enable people, in particular older adults, to be and do what they value throughout their lives;
- 1.2.1.4 The furtherance of civic responsibility amongst the community by sustaining the capacity and resources of the Gozo based Voluntary Organisations in order to promote the value of volunteering.
- 1.2.1.5 The furtherance of the skills and competencies of volunteers and members of Gozo based Voluntary Organizations in order to address the needs of the Gozitan society.

1.2.2 Strengthening the Sustainability of the Ecological Fabric of Gozo:

- 1.2.2.1 The advancement of responsible environmental management and raise awareness about environmental conservation and protection;
- 1.2.2.2 The furtherance of awareness of the distinctive biological diversity of the Maltese Islands in particular those more prominent in Gozo;
- 1.2.2.3 The advancement of actions mitigating the main threats to the Islands' biodiversity, in particular:
 - the loss, fragmentation and degradation of the habitat;
 - the spread of invasive species;
 - the unsustainable use of the natural resources;
 - climate change
- 1.2.2.4 The advancement of sustainable agriculture and animal husbandry practises amongst the Gozo based operators;
- 1.2.2.5 The furtherance of the skills and competencies of volunteers and members of Environmental and Animal Protection Voluntary Organizations based in Gozo.

1.2.3 Gozo's Artistic and Cultural Identity

- 1.2.3.1 The advancement of the Arts and the holding of cultural initiatives in Gozo;
- 1.2.3.2 The pursuance towards artistic excellence and creative potential;
- 1.2.3.3 The preservation and promotion of the historical, cultural and artistic heritage of Gozo and the Gozitans;
- 1.2.3.4 The furtherance of cultural awareness and participation from amongst the community;
- 1.2.3.5 The development of intergenerational artistic and cultural experiences.

2. What is the Budget and type of Assistance provided?

2.1 Budget of the Scheme

The Funds available for the realization of Initiatives through the 2020 Scheme will be of € 100,000.

The Permanent Secretary within the Ministry for Gozo reserves the right to allocate additional funds should the funds available for the Scheme be not sufficient to meet the requirements for the eligible proposals selected for award.

The decision of the Permanent Secretary is final and without any recourse.

2.2 Type of Financial Assistance

The Financial Assistance being provided under the Scheme is a grant payment issued following the realization of the Initiative by the awarded Voluntary Organisation

2.2.1 Maximum Amount to be granted

The maximum amount that can be granted will not exceed €5000 per proposal.

The acceptance of a proposal does not necessarily constitute an undertaking to award funding equal to the amount requested by the Voluntary Organisation.

2.2.2 Issuance of Grant

A grant payment will be issued to the awarded Voluntary Organisation if:

- (i) It has satisfactorily executed the Initiative in accordance with the established deliverables set in its proposal;
- (ii) It has carried out the Initiative in accordance with the stipulated Guidelines of the Scheme;
- (iii) It has procured goods and services in accordance with the established procurement procedures;
- (iv) It had provided valid financial documentation, VAT receipts and a copy of the bank statement;
- (v) It has submitted the Final Report and Financial Statement of Expenditure forms, inclusive of complete financial documentation within the established deadlines;
- (vi) It is fully compliant with the requisites of the Voluntary Organisations Act and its subsidiary legislation 492.01 (annual Returns and Annual Accounts) Regulations 2012 prior to the issuance of the grant payment.¹

¹ In conformity with MFIN Circular No 2/2019 Government Funding provided to Voluntary Organisations

3. Who implements the Scheme?

3.1 Management of the Scheme

The Scheme is managed by the Ministry for Gozo. It establishes the allocation of funds, sets the objectives, priorities and criteria for award of the Scheme. Furthermore, it administers the general implementation, follow-up and evaluation of the Scheme.

The day-to-day management of the scheme will be administered by the Office of the Permanent Secretary.

The Ministry for Gozo will also:

- Appoint a Selection & Review Committee;
- Appoint an independent panel of Evaluators;
- Institute a transparent and equitable administrative process;
- Monitor the implementation of the Scheme;
- Provide appropriate information on the Scheme;
- Improve the visibility of the Scheme;
- Promote the dissemination and exploit the results of the Scheme;

3.2 Selection and Review Committee

The Permanent Secretary within the Ministry for Gozo will appoint a Selection and Review Committee to:

- Administer a transparent and equitable evaluation process of submitted proposals;
- Determine the eligibility of proposals in terms of the Eligibility, Exclusion and Capacity Criteria;
- Refer all eligible proposals in terms of the Eligibility, Exclusion and Capacity Criteria to an independent Board of Evaluators who will be required to evaluate the proposals in terms of the Quality Assessment Criterion;
- Compute the final score based on the Best Quality Budget Ratio;
- Draw up a ranking list for each Priority Strand;
- Recommend proposals for award;
- Carry out a review of the actions undertaken following the realization of the initiative;
- Recommend the extent of the financial assistance to be conferred;

- Review the Scheme and extrapolate any recommendations for the improvement of the Scheme and the management of future funds earmarked for the Voluntary Sector in Gozo.

3.3 Panel of Independent Evaluators

The Permanent Secretary within the Ministry for Gozo will also appoint a panel of independent evaluators to evaluate the proposals in terms of the Quality Assessment Criteria;

4. What is the Criteria for Award

The scope of the Scheme is to augment the number of initiatives undertaken in Gozo by Voluntary Organisations in each Priority Strand.

The Ministry for Gozo will therefore be ranking the submitted proposals based on a score computed by utilising the Best Quality Budget Ratio.

4.1 Best Quality Budget Ratio

The Best Quality Budget Ratio is established by weighing the quality of the proposed Initiative against the sum requested to realize it on a 60/40 basis respectively.

This is calculated by multiplying:

- The Quality Score awarded to the proposals by 0.60
- The Budget Consideration Score awarded to the proposals by 0.40

4.1.1 Quality Assessment Criterion

The panel of Independent Evaluators will evaluate the quality of the proposals in relation to the objectives and priorities of the Scheme and award a score out of a maximum of 100 based on the Quality Award Criteria.

The Selection and Review Committee will establish the Quality Score. The average score given by Independent Evaluators will be multiplied by the weighting indicated against the Quality Assessment Criterion of 0.60.

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:

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

4.1.2 Budget Consideration Criterion

The Selection and Review Committee will assess the eligibility of the sum being requested to realize the Initiative.

The proposal deemed eligible with the lowest sum being required to realise the Initiative, 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;

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

4.1.3 Overall Best Quality Budget Ratio Evaluation

The final score for each eligible proposal will be determined by adding the respective Quality Assessment and Budget Consideration scores. Annex II – Best Quality Budget Consideration Ratio Evaluation Formula; portrays how the final mark will be computed.

4.2 Ranking of Proposals

The Selection and Review Committee will be ranking the eligible proposals in each Priority Strand - as established in Part A Section 1.2 - Priorities of the Scheme; based on the computed final score. Those with the highest score will be ranked first and consequently the remaining eligible proposals will be prioritised according to the final score.

4.3 Award Mechanism

The Selection and Review Committee having established the ranking list per Priority Strand will recommend for award the first proposal from each Priority Strand in the order as established in Part A Section 1.2 - Priorities of the Scheme. The process will continue until the earmarked funds have been allocated to the recommended proposals.

In addition, an overall threshold has also been set. To be considered for grant award, a proposal must attain an average Quality score of 50. Those that do not obtain this Quality score threshold will not be considered for grant award.

In the instance of proposals having the same final score, priority will be given to that proposal having the highest Quality Score. If further differentiation is needed, the proposals will then be prioritized having the lowest sum being requested to realize the Initiative.

If a distinction cannot be made, the Selection and Review Committee will determine the basis of priority based of which proposal it deems will have the highest impact on the community.

5. What is the structure of the Scheme?

5.1 Eligible Initiatives

The Scheme foresees the funding of Initiatives which fall under the established Objectives and Priority Strands.

5.2 Criteria

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

5.2.1 Eligible Organisations

- 5.2.1.1 Be enrolled as a Voluntary Organisation in terms of the Voluntary Organisations Act, (Chapter 492 of the Laws of Malta);
- 5.2.1.2 Be fully compliant with the requisities of the Voluntary Organisations Act and its subsidiary legislation 492.01(Annual Returns and Annual Accounts);
- 5.2.1.3 Be based in Gozo. This implies:
 - (i) A Voluntary Organisation whose registered office is in Gozo;
 - (ii) A Gozo based subsidiary organisation forming part of a single registered National Voluntary Organisation² whereby the subsidiary has a permanent premises in Gozo from where services are provided on a regular basis.

5.2.2 Eligible Proposals

- 5.2.2.1 Be initiatives that address at least one General Objective of the Scheme;
- 5.2.2.2 Be initiatives that address at least one Priority Strand of the Scheme
- 5.2.2.3 Be initiatives Implemented/Held in their entirety in Gozo;
- 5.2.2.4 Be Initiatives carried out not earlier than the 2nd January 2020;
- 5.2.2.5 Be Initiatives completed by the 8th November 2020;

² A National Voluntary Organisation is defined as a not for profit organisation established with the intent of pursuing a social purpose, providing services throughout the Maltese Islands and regulated by the Voluntary Organisations Act - Chapter 492 of the Laws of Malta. In its endeavors, it may operate a number of subsidiaries throughout the Maltese Islands. These subsidiary organisations abide by the rules, regulations, directives and decisions of the National Organisation and conduct their affairs in accordance with the relevant provisions of the Statutes of the National Organisation.

5.2.3 Eligible Applications

- 5.2.3.1 Be submitted by the closing date of the calls for application;
- 5.2.3.2 Be submitted online through the apposite e-application form. (No other form of transmission will be accepted);
- 5.2.3.3 Contain all the relevant information required at the point of e-application.

PART B

INFORMATION ABOUT THE SCHEME

6 General Information

6.1 How to apply?

An online application form must be filled in.

6.2 Where to apply?

The e-application must be submitted through the apposite Malta Council for the Voluntary Sector funding portal www.vofunding.org.mt.

An apposite link can also be found on the Ministry for Gozo's website www.mgoz.gov.mt.

The Voluntary Organisation must be a registered Organisation to be able to access the online application.

6.3 When to apply?

The 2020 Scheme is composed of two calls for applications.

6.3.1 First Call

The e-application for the first call shall be accessible from the 9th January 2020. The deadline of submission of the first call applications is 31st January 2020 at Noon.

6.3.2 Second Call

The e-application for the second call shall be accessible from the 2nd April 2020.

The deadline of submission of the second call applications is 24th April 2020 at Noon.

6.4 Number of e-applications to submit?

A Voluntary Organization is permitted to submit only one application.

6.4.1 An organization as defined in Section 5.2.1.3 (i) may submit an application either on its own or in conjunction with other organizations.

When applying in conjunction with other organizations, the Gozo based Voluntary Organization must demonstrate that it will assume the responsibility of the lead organization, it will carry out the majority of the envisaged actions of the proposed initiative and that the proposed initiative be implemented/held in its entirety in Gozo.

6.4.2 An organization as defined in Section 5.2.1.3 (ii) may submit an application either on its own on behalf of its Gozo based subsidiary organization/s or the Gozo based subsidiary organization/s submit an application on their own.

If an organisation intends to apply on behalf of its Gozo based subsidiary/subsidiaries, it must clearly demonstrate that the actions to be undertaken will be carried out in their entirety by its Gozo based subsidiary/subsidiaries and that the proposed initiative be implemented/held in its entirety in Gozo.

6.4.3 If a Voluntary Organisation submits a proposal in pursuance of the first call and is deemed as an ineligible organisation in terms of Sections 5.2.1 and 6.5.1.1, the Voluntary Organisation will be permitted to re-apply again for the second call.

6.4.4. A Voluntary Organisation whose proposal has been accepted for grant award, in pursuance of the first call will be permitted to submit another proposal for the second call, provided that preference will be given to Voluntary Organisations who did not benefit from the first call.

6.5 What are the criteria used to assess a proposal?

6.5.1 Eligibility Criteria

6.5.1.1 Eligible applicants

By the closing date of the call for proposals, the applicant must be:

- A non-profit and a non-governmental organisation;
- Enrolled with the Commissioner for Voluntary Organisations;

- In compliance with the requisites of the Voluntary Organisations Act and its subsidiary legislation 492.01 (Annual Returns and Annual Accounts) Regulations 2012

6.5.1.2 Duration of the Initiative

The applicant will be required to realise the Initiative during 2020.

This implies that any preparatory quotations/invoices shall not be sought/issued before the 2nd January 2020, and all relevant payments to third parties are to be affected by no later than the 13th November 2020.

6.5.1.3 Timetable of Activities

An overview of the main activities must be annexed to the online application form.

6.5.1.4 Health & Safety Issues

The applicant must clearly demonstrate that appropriate measures will be implemented in order to ensure the safety and protection of all those involved in the Initiative. This includes all participants and members of the organization taking part of the Initiative.

6.5.2 Exclusion criteria

The applicant must show that they are not in any of the situations listed hereunder which would prevent them from receiving financial support granted by this Scheme.

- They are bankrupt or being wound up;
- They are having their affairs administered by the courts, and/or have entered into an arrangement with creditors, and/or have suspended 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 any Government Ministry or any other Government Agency or Entity 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 have been declared to be in serious breach of contract for failure to comply with their contractual obligations with any Government Ministry or any other Government Agency or Entity.

6.5.3 Capacity Criteria

6.5.3.1 Financial capacity

The applicant must demonstrate that they have stable and sufficient sources of funding to support the financing of the proposal for which they have applied.

6.5.3.2 Operational capacity

The applicant must demonstrate that they have adequate operational capacity, that is, the necessary people, skills, competencies and motivation to complete the proposed Initiative.

6.5.4 Quality Assessment Criteria

<u>Assessment Criteria</u>	<u>Points</u>
6.5.4.1 Relevance towards the Objectives of the Scheme	10
6.5.4.2 Relevance towards the Priorities of the Scheme	30
6.5.4.2.1 Overall Priorities (10 points)	
6.5.4.2.2 Specific purposes within a Priority Strand (20 points)	
6.5.4.3 Quality and completeness of the Proposal	30
6.5.4.3.1 Clarity of the Application (10 points)	
6.5.4.3.2 The content and methodology (10 points)	
6.5.4.3.3 Appropriate allocation and justification of the resources (Financial & others) to be committed (10 points)	

6.5.4.4 Participation of the local Community	
6.5.4.4.1 Extent of active participation of the local Community (5 points)	10
6.5.4.4.2 Involvement of people with fewer opportunities or associated in vulnerable/disadvantaged groups (5 points)	
6.5.4.5 The potential of the Initiative in offering continuity and legacy	10
6.5.4.6 The visibility of the initiative, in terms of marketing, publicity, promotional material and advertising of the main activities	10
Total Marks	100

Where appropriate half marks may be given.

The scores of the sub-division of the individual Assessment Criteria, serve as an indication in order to assist prospective applicants when filling in their e-application.

6.6 Ethical Considerations

Any proposal for an indirect action which contravenes fundamental ethical principles or which does not fulfil any conditions set out in this call for proposals may be excluded from the selection process at any stage.

In addition any awarded Voluntary Organisation that has committed a wilful action which contravenes fundamental ethical principles during the implementation of the Initiative will invalidate the Grant Agreement. No financial assistance will be granted.

PART C

INFORMATION FOR APPLICANTS

7. How to formulate a good proposal?

The Quality Assessment criteria as indicated in Section B, of this Guidelines, lists the criteria against which a proposal will be assessed.

7.1 Quality of design of the Initiative

7.1.1 Quality of the preparation phase

The preparation phase is of crucial importance for the success of any initiative. During this phase, the Voluntary Organisation should choose and agree on a theme relevant to the organisation itself and to the local community. It should define the objectives and set the priorities it intends to attain, determine who will be the intended beneficiaries and establish how it will implement and measure the deliverables.

7.1.2 Quality of the programme of activities

The proposal should include a well-structured programme that ought to be linked to the objectives and priorities set and outcomes of the proposal. The tasks should be clearly defined in a well-structured time table, realistic and balanced.

The marketing programme should be linked to the activity programme and each activity should be communicated to the target population.

7.1.3 Quality of proposal content and methodology

The initiative should have a clearly defined theme and should reflect the interests and needs of the intended participants. The theme should be translated into concrete tasks and projected outcomes. The target population is to be identified and the initiative must demonstrate how these will be affected.

7.1.4 Active involvement of participants

The initiative should engage the active involvement of the members of the Voluntary Organisation and the participants, in particular the identified targeted audience. The extent of involvement of the participants should also be designated as a deliverable of the initiative.

7.1.5 Quality in the publicity of the initiative

Applicant Voluntary Organisations should include measures aimed at enhancing the visibility of the proposed Initiative. The impact of this Scheme should not be

limited to the identified target population. Applicants should, as much as possible, involve other members of the community.

Promotional activities and materials should incorporate measures of enhancing the visibility of the Scheme and the Ministry for Gozo. The compulsory use of the Ministry for Gozo logo should be included in all promotional materials – printed, online and through social media applications. It should also be displayed in prominent positions during the holding of activities.

8. What do you have to do in order to submit a proposal?

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

- (i) Check that the proposed initiative complies with the objectives and priorities of the Scheme.
- (ii) Check that an accurate budget proposal has been computed.
- (iii) Fill in the e-application form.

8.1 Check compliance with the Scheme criteria

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

- (i) Is compliant to the criteria set;
- (ii) Does not include any Exclusion criteria;
- (iii) Is aligned to the Selection criteria and the Quality Assessment criteria.

And that you will adhere to Government public procurement regulations.

8.1.1 Eligibility criteria

The eligibility criteria relate 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 not be considered for grant award.

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

8.1.2 Exclusion criteria

Applicants will be excluded from participating in the Scheme if they are in any of the situations as listed in Part B, Section 6.2.2.

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

- (i) Are subject to a conflict of interests.
- (ii) Are found 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 applicant are required to fill in the appropriate section in the e-application “Declarations”.

8.1.3 Capacity criteria

These criteria enable the Ministry for Gozo to assess the applicant's financial and operational capacity to complete the proposed Initiative.

i) Financial capacity

The applicants must demonstrate that they have the necessary financial capacity to carry out the proposal.

The applicants are required to fill in the appropriate section in the e-application – “Declarations”.

If co-financing of certain activities has been attained or being sought, the applicant must state the extent of finances that will be provided by the other sources of co-financing.

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

- (i) Ask for further information and/or documentation.
- (ii) 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 initiative.

The applicants are required to fill in the appropriate section in the e-application – “Declarations”.

8.1.4 Quality Assessment criteria

The Quality Assessment criteria are indicators 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 are taken into consideration when assessing the quality of the initiative.

8.2 Check the financial conditions

8.2.1 Type of Financial Assistance

The financial assistance being granted under the Scheme is the reimbursement of relative eligible expenditure incurred to realise the proposed initiative.

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 initiative;
- (ii) the relevant quotations, vat complaint invoices and fiscal receipts have been submitted to the Ministry for Gozo.
- (iii) It is fully compliant with the requisites of the Voluntary Organisations Act and its subsidiary legislation 492.01 (annual Returns and Annual Accounts) Regulations 2012 prior to the issuance of the grant payment.³

8.2.2 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 initiative.

In such circumstances, the applicant may complement the sum being requested through the Voluntary Organisation's own financial resources, by seeking assistance from other Voluntary Organisations, private entities or through European Union funding. Financial Assistance from other Ministries and Government Entities will not be permitted.

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

- (i) 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.
- (ii) The costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

In the eventuality that the Applicant's own financing resources will not suffice for the realisation of the Initiative and co-financing has been attained, Applicants are requested to:

- (i) Indicate in the appropriate section of the e-application "Project's Design",

³ In conformity with MFIN Circular No 2/2019 Government Funding provided to Voluntary Organisations

- The Individual/Entity/Institution/Organisation bestowing the financial Assistance or Contribution in kind;
- The amount being received from third parties;
- The type of financing - whether it is Direct Financial Assistance or Contributions in kind;

(ii) Include the Co-financing Amount in the Budget of the Initiative in the appropriate Section “Budget”.

8.2.3 Double-financing

Any part of the Initiative that is deemed to be supported from other sources as outlined in Section 8.2.2 will not be considered as eligible for assistance under the Scheme.

Financial Assistance in excess of eligible costs less any co-financing will not awarded.

9 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. The Selection and Review Committee will conduct the selection procedure.

9.1 The selection procedure

The selection of proposals is as follows:

- (i) All applications are checked against the Eligibility Criteria, the Exclusion Criteria and the Exclusion criteria.
- (ii) Those applications deemed compliant in terms of Eligibility, Exclusion Capacity criteria will proceed and be assessed in terms of the Quality of the proposal.

9.2 Announcement of Results

Once the selection process has been completed, the Selection and Review Committee will issue an evaluation report which will include the list of proposals recommended for grant award for each Priority strand. This report will be submitted to the Ministry for Gozo’s Permanent Secretary who shall endorse or otherwise the recommendations of the Committee. The decision of the Permanent Secretary is final and indisputable.

If the report is approved, the Ministry for Gozo will publish the list of approved proposals, indicating:

- (i) Proposal Application Number;
- (ii) Name of applicant Voluntary Organisation;

- (iii) Name/s of partner Voluntary Organisations (if any);
- (iv) The amount of Financial Assistance requested;
- (v) The amount of Grant awarded;
- (vi) The Final Score
- (vii) The Ranking Order as per Priority Strand

The results shall 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

9.3 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.

10. What happens if your application is approved?

10.1 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.

10.2 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.

10.3 Payment procedures

The proposals supported under the Scheme will be subject to the following payment procedure.

Within one month on the completion of the proposed initiative but no later than the 13th November 2020 the beneficiary must provide the necessary

documentation giving evidence that the initiative organised with the support of the Scheme effectively took place. These shall include but no limited to:

- (i) A final report on the implementation of the initiative, clearly demonstrating that the proposed deliverables of the initiative were successfully achieved; (A template will be provided)
- (ii) A detailed financial statement of eligible costs actually incurred;
 - A detailed statement indicating procurement procedures undertaken including full justification of the costs incurred, including quotations where applicable;
 - A financial statement of expenditure. A template will be provided.
- (iii) Original invoices, cash sales and fiscal receipts;
- (iv) A copy of the bank account which was utilised to effect payments to third parties;
- (v) Copies of materials, booklets, items, equipment made available to participants, photos of events/projects/initiatives, online and social media visibility campaigns.

10.4 Eligible Costs

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

- (i) Be necessary for the implementation of the initiative;
- (ii) Be included in the budget template of the e-application;
- (iii) Be consistent with the principles of sound financial management, in terms of value for money and cost-effectiveness;
- (iv) Be incurred during the lifetime of the initiative as defined in the Guidelines.
- (v) Be truly and actually incurred by the beneficiary;
- (vi) Be recorded in the beneficiary's accounts in accordance with applicable accounting principles;
- (vii) Be declared in accordance with the requirements of the applicable tax and social security legislation;
- (viii) Be identifiable and verifiable, and be backed up by original supporting documents.

Any procurement procedures undertaken be in accordance with Government Public Procurement Regulations (Legal Notice 352/2016).

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=9532&l=1>

An extract of Open Public Procurement Procedure for supplies and services is attached in Annex III.

Payments to third party suppliers and service providers (local and foreign) are to be effected from a single bank account. It is advisable that the Voluntary

Organisation utilises a standalone bank account (in its own name) to record transfer of funds and payments to third parties directly related to the initiative.

10.4.1 Eligible Direct Costs

10.4.1.1 Procurement of assets

Any procurement of equipment directly linked to the implementation of the initiative provided that such items are:

- Distributed to the participants, free of charge;
- Donated to the residents in Gozo, local Public Entities namely, the Ministry for Gozo and the Local Councils in Gozo;
- Remain the property of the Voluntary Organisation, be readily available in Gozo and be utilised by the Voluntary Organisation during its activities in Gozo;

10.4.1.2 Expenditure directly linked to the realisation of the initiative

These could be incurred expenses related to the organisation of activities.

For example, the hiring of equipment, services rendered by third parties, etc. but excluding (i) the procurement of assets and equipment directly linked to the implementation of the initiative; (ii) Staff Costs (iv) Hospitality/Catering Expenditure; and (v) expenditure linked to the promotion and visibility of the initiative; (B) (i) indirect costs; (which are classified under a specific heading in this section).

10.4.1.3 Staff Costs

The remuneration to staff members who are involved in the realisation of the initiative. The following information will be required:

- (i) A statement indicating the extent of involvement of staff members - name of staff members; period when involved and number of hours; and type of activity undertaken;
- (ii) The monthly payslips of the staff members involved in the Initiative;
- (iii) An updated list of employees, employed by the Voluntary Organisation. The latest employment history issued by Jobsplus will suffice.;

This expenditure is limited to the following thresholds:

Activities	Percentage of the Total Direct Cost (%)
Administrative and Logistical Support	5%

Professional Services rendered (Examples of such services, but not limited to are counselling, lecturing, tutoring, delivering of presentations)	15%
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10.4.1.4 **Hospitality/Catering Costs**

Any incurred expenditure incurred must be limited to a maximum of 10% of the Total Direct Costs.

10.4.1.5 **Marketing/Visibility of the Initiative**

Any expenditure directly incurred to promote the Initiative, to increase its awareness and to disseminate the findings and achievements of the Initiative by the use of any form of media – print, social media etc.

Such expenditure is limited to a maximum of 10% of Total Direct Costs.

10.4.2 **Eligible Indirect Costs**

Any Indirect Costs incurred by the Voluntary Organisation, not directly linked to the Implementation of the Initiative, will also be considered.

Such indirect costs could be, but not limited to administration costs, the rental of the Voluntary Organisation's premises in Gozo, utility usage, local transport and ferry tickets expenditure, stationery and postage, telecommunications expenditure, etc.

Such Indirect costs are limited to a maximum of 5% of the Grand Total.

10.5 **Financial Statement of Expenditure**

At application stage, the Voluntary Organisation will be required to produce a statement indicating the budgeted expenditure to realise the Initiative. The Voluntary Organisation will be required to indicate the projected expenditure per specified cost heading as stipulated in Sections 10.4.1 and 10.4.2. During the implementation of the Initiative any incurred expenditures must not exceed the budget estimates for each specific cost heading.

The Voluntary Organisation, following the realisation of the Initiative, will be required to submit a Financial Statement of Expenditure as stipulated in Section 2.2.2. The Administrator of the Scheme will provide a template of the Financial Statement of Expenditure, to facilitate the inputting of expenses incurred and the recording of receipts. The Voluntary Organisation will be required to input the incurred expenditure in accordance with the specific cost heading.

In the eventuality that incurred expenditure varies from the budgeted expenditure, certain variations to the budgeted cost heading estimates may be permitted

provided that (a) the total budget estimate to realise the Initiative is not altered and (b) the Voluntary Organisation must seek and attain authorization from the Selection & Review Committee to effect changes to the estimates of the cost headings. Such requests must be carried out prior to the submission of the Final Report and Financial Statement of Expenditure.

10.6 Finance and Sub-contracting

- In all cases beneficiaries shall abide fully with the Public Procurement Regulations;
- In all cases the beneficiaries are obliged to utilize a standalone bank account solely for the use of the grant award;
- 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 initiative 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.

11. Other Provisions of the Scheme

11.1 Information on the award of grants

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

This information may also be published in any other appropriate medium, including the Ministry for Gozo's official social media accounts and the website of the Malta Council for the Voluntary Sector's funding portal.

11.2 Publicity

Apart from the measures foreseen for the visibility of the initiative and for the dissemination and exploitation of its results, there is an obligation of minimal publicity for each granted proposal.

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.

The Official logo of the Ministry for Gozo is hereunder being reproduced.



Beneficiaries may avail of the Ministry for Gozo's Marketing Guidelines. These will be provided to the beneficiary separately.

11.3 Audits and monitoring

Beneficiaries may be subject to monitoring visits. The beneficiary will be required to provide proof that the grant has been used correctly.

The Ministry for Gozo may appoint an authorized delegate to conduct an audit. Therefore, all documentation appertaining to this initiative including copies of invoices and fiscal receipts should be retained for audit purposes.

11.4 Recovery of Funds

In the event that a beneficiary has failed to honour one or more of the conditions stated in the Grant Agreement, the Ministry for Gozo may initiate proceedings to recover full or part of any funds already reimbursed to the beneficiary.

11.5 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 those who are responsible for inspection or who may be appointed to audit the Scheme by the Ministry for Gozo and/or the Ministry of Finance.

11.6 Contact Details

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

*Tel: 2215 6591
Email: ngoscheme.mgoz@gov.mt*

Annex I Assessment Criteria

	Eligibility, Exclusion and Capacity Criteria	
Yes/No	The applicant is enrolled with the Commissioner for Voluntary Organisations	
Yes/No	The applicant is compliant with the requisites of Chapter 492 Voluntary Organisations Act	
Yes/No	The applicant is a Voluntary Organisation based in Gozo	
Yes/No	The proposed Initiative addresses at least one or more of the Objectives of the Scheme	
Yes/No	The proposed Initiative addresses at least one of the General Priorities of the Scheme	
Yes/No	The proposed Initiative addresses at least one of the specific purposes of the indicated Priorities of the Scheme	
Yes/No	The proposed initiative is within the remit and mandate of the applicant.	
Yes/No	The proposed initiative will be carried out during the year 2020 in its entirety	
Yes/No	The applicant has acknowledged the declarations in terms of Exclusion and Capacity as stated in the Application Form.	
Yes/No	The applicant has not indicated any action which might contravene fundamental ethical principles.	
Points	Quality Assessment Criteria	
10	Relevance towards the Objectives of the Scheme	
30	Relevance towards the Priorities of the Scheme	
30	Quality and completeness of the Proposal	
10	Participation of the local Community	
10	Potential of the Initiative in offering continuity and legacy	
10	Visibility of the Initiative	
100	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 : PROCUREMENT PROCEDURES – Supplies and Services

Beneficiaries must abide with the procurement threshold and relevant requirements so as to guarantee transparency and accountability as per table hereunder

Government Public Procurement Regulations (Legal Notice 352/2016)		
RANGES	MADE THROUGH	REQUIREMENTS
Under EUR 5,000	Request for Quotations	Call for Quotes – Minimum of 3 quotations must be attained
		Publication not mandatory
EUR 5,001 – EUR 9,999	Published call for Quotations	Call for Quotes – Minimum of 3 Quotations
		Publication of call for quotes mandatory
		Internal Evaluation of results to bidders
		Notification of results to bidders
		Agreement/Contact with successful bidder
EUR 10,000 – EUR 144,000	Public Tender/Expression of Interest	Call for Tender
		Publication of call for quotes/tender mandatory
		Internal Evaluation of Tender/Expression of Interest
		Publication of Results & communication to bidders
		Agreement/Contract with successful bidder inclusive of Addenda where necessary

Note: ALL figures are NET (excl.) of VAT

- Procurement procedures made through Direct Orders will be permitted subject to the following conditions:
 - The value of the supplies/works/services procured through Direct Orders must not exceed EUR 500 exclusive of VAT;
 - Approval from the Selection and Review Committee must be attained prior the initiation of a direct order procedure. The Voluntary Organisation will be required to clearly justify the request to resort to a direct order procedure;
 - Repetitions of Direct Orders for identical supplies/services/works should be avoided;
 - Division of Direct Orders to bypass threshold set is strictly prohibited.
- Quotations
 - must be requested with a specified deadline;
 - must be attained within the same period (not more than 1 month timeframe between one another)
 - If the minimum number of 3 quotations cannot be attained, the Voluntary Organisation must provide evidence that more than 4 potential suppliers/service providers were contacted.
- The minimum time limit (Publication period) for Tenders shall be twenty (20) days;
- Objection period for all published calls with an estimation value over €5,000 is to be ten (10) calendar days.