

COVID-19

Voluntary Organisations Emergency Fund

COVID-19 Voluntary Organisations Emergency Fund

Terms of Reference

The COVID-19 Voluntary Organisations Emergency Fund (COVID-VOEF) is a fund managed by the Malta Council for the Voluntary Sector (MCVS). The Malta Council for the Voluntary Sector shall appoint an evaluation and adjudication board, to be known as the Voluntary Organisations Emergency Fund Board (VOEFB).

1. COVID-19 Voluntary Organisations Emergency Fund (COVID-VOEF) Budget

- a) The total amount of funds allocated in the COVID-19 Voluntary Organisations Emergency Fund (COVID-VOEF) shall be of an initial sum of €75,000.00 from Line Vote 5070 – Support to Voluntary Organisations.
- b) Requests under this Fund shall not exceed the amount of €5,000.00.

2. Purpose of COVID-19 Voluntary Organisations Emergency Fund (COVID-VOEF)

- a) The main purpose of this fund is to assist Voluntary Organisations in emergency situations arising locally as a direct result of the COVID-19 pandemic.
- b) This fund is to assist registered and compliant Voluntary Organisations (VO) working in the voluntary sector by providing financial support in case of predicament or exceptional situations.
- c) Any other requests which are not considered as arising from emergencies related to the COVID-19 pandemic shall be deemed not eligible for funding support under this Fund.
- d) The main objectives of this Fund shall be to:
 - i. Support VOs whose operation is related and essential for the the COVID-19 pandemic.

- ii. Support VOs which, due to the COVID-19 pandemic, may suffer irreparable damage to their organisation which may result in the closure of the same organisation.
 - iii. Support VOs which, due to the COVID-19 pandemic, may face difficulties to retain and restart the operation at post pandemic stage.
- e) This Fund shall be allocated on a first-come-first-serves basis depending on the availability of funds.
 - f) The Fund may be incremented should additional funds from other sources be made available.
 - g) In any case the budget allocations cannot exceed the budget in hand at any point in time.

3. Operational aspect of allocation of funds

- a) A request for support has to be formally submitted by the legal responsible person of the VO indicating the financial projections and the timeline of the financial request.
- b) Applications for allocations from the fund will be vetted and adjudicated by the Voluntary Organisations Emergency Fund Board (VOEFB). The Chairperson MCVS shall also act as Chairperson of this Board and shall see the overall process and procedures and that the processing of the applications is done within a reasonable period upon receipt of the necessary documentation.
- c) The MCVS Secretary shall act as Secretary to the Committee and shall be responsible for organising meetings, taking of minutes, communicating with applicants and ensuring that procedure is adhered to. The Secretary shall also be responsible for the drafting of contracts.

Terms of Procedure

1. Allocation of funds

- a) A support proposal has to be submitted by the legal responsible person of the Voluntary Organisation (VO) indicating the financial projections and the timeline (duration) of the support proposal.
- b) Applications for allocations from the fund will be vetted and adjudicated by the Voluntary Organisations Emergency Fund Board (VOEFB).
- c) Applications shall be evaluated by the VOEFB on a first-come-first-served basis and according to the scoring sheet as per Annex 4.
- d) Only VOs enrolled and compliant with the Commissioner for VOs can apply and shall be awarded financial support under the said fund. All applicants will be cross-checked with the Office of the Commissioner for VOs.
- e) The VOEFB shall evaluate each application.
- f) The decision of the VOEFB is final.
- g) Once decision is confirmed a contract shall be drawn between MCVS and the beneficiary VO.
- h) Beneficiaries shall receive not more than a maximum of €5,000.00.
- i) On signing of the contract the beneficiary VO shall receive 100% of the approved amount.
- j) A report, including original receipts, shall be submitted within 15 working days from the end of the support period.
- k) The report must include a declaration by the legal person of the VO that funds were used as per agreement.
- l) The VOEFB shall reserve the right to ask for further evidence before issuing acceptance of the report as satisfactory.
- m) VOs are expected to comply by the principles of transparency and accountability.

2. Application and Adjudication Process

- a) The VO shall be guided to fill in the application form found in Annex 1 and send it addressed to the “COVID-19 Voluntary Organisations Emergency Fund” on email mcvs.mede@gov.mt
- b) The application shall consist of the following information:
 - o a) Concern;
 - o b) Support Brief;
 - o c) Budget requested;
 - o e) time-frame for support, accompanied by the necessary documentation in support of the application.
- c) Once request is received by the Secretary of the “Voluntary Organisations Contingency Fund Board” the application is vetted and processed in accordance with the table found in Annex 2.
- d) The Secretary shall check all applications for eligibility as per Annex 3. Once the eligibility criteria are satisfied the Secretary convenes the VOEFB to evaluate the request.
- e) All applicants shall be notified of the receipt of their application.
- f) An application may be classified either ‘approved’ or ‘rejected’ or ‘waiting list’.
- g) Approved applications shall have achieved the benchmark of 75% of the marks.
- h) Once the € 75,000.00 allotted to the fund are exhausted successful applications will be put on a waiting list until other funds are made available.
- i) Following this process the VOEFB Secretary prepares either the Grant Agreement (in duplicate) or the letter of refusal, as may be the case.
- j) The Grant agreement (in duplicate) or the letter of refusal is signed by the Chairperson of MCVS.
- k) The Grant Agreement is the official document which shall guide the all related procedure.

Annex 1

Application Form

COVID-19 Voluntary Organisations Emergency Fund

Instructions:

- You are required to fill in **Part A** and **Part B** with the information requested and to attach the supporting documentation as necessary.
- Sign the application indicated in **Part C**.

It is important that all amounts included under the application are including VAT. For auditing purposes as required by the Law, the VO must submit to the Board, as proof of an incurred expenditure:

- **fiscal receipts** issued through a cash register or via the fiscal receipt book issued by the VAT Department, irrespective whether the provider is exempt or not, OR
- **a tax invoice**

Important notice:

The information in this application shall be treated with confidentiality. The VO must be enrolled and in full compliance with the Commissioner of Voluntary Organisations.

The application will not be considered :

- unless the VO is compliant as stipulated above; or
- is benefitting from other funding support for the same request under other established funding lines; or
- is not signed by the legal responsible person(s); or
- if any of the requested supporting documentation is missing.

MCVS reserves the right, at all times, to approach the Competent Authority to verify all declarations and information submitted with the application.

Data provided in your application is protected under the Data Protection Act, Cap 440 of the Laws of Malta. Data will be processed in accordance with the provisions of the Data Protection Act. Applicants have a right to submit a written and signed request for access to, rectification, and, where applicable, erasure of personal data.

Part A Applicant's Details	
Name of Voluntary Organisation	
VO number	
Postal address	
E-mail address	
Telephone and / or mobile no.	
Main objectives of the Organisation	
Name of the Legal Representative & I.D. card nos.	
Type of request (choose one or more reasons for applying)	1. VO whose operation is related and essential for the the COVID-19 pandemic.
	2. VO which, due to the COVID-19 pandemic, may suffer irreparable damage to the organisation which may result in the closure of the same organisation.
	3. VO which, due to the COVID-19 pandemic, may face difficulties to retain and restart the operation at post pandemic stage.

Part B

Request for assistance	List Supporting Documentation	
Describe your concern		
Details of Request		
(200 words)		
Mark with an (X) where applicable		
Operational services		<input type="checkbox"/>
Commitments which cannot be honoured		<input type="checkbox"/>
Rent		<input type="checkbox"/>
Utility Bills		<input type="checkbox"/>
Supplies and resources	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Specify Other:		
<p>Financial request (including VAT) - please fill in Annex 2 'Income and Expenditure' to the application providing a breakdown of estimated financial expenditure, under the estimates column only)</p> <p>It is important that all amounts are including VAT. For auditing purposes as required by the Law, the VO must submit to the Board, as proof of an incurred expenditure:</p> <ul style="list-style-type: none"> - fiscal receipts issued through a cash register or via the fiscal receipt book issued by the VAT Department, irrespective whether the provider is exempt or not, or - a tax invoice (not an invoice) <p style="text-align: right;">_____ including VAT</p>		

Time-frame:	

Part C

Declaration	
<p>I, _____ (I.D. Card no _____), declare that the information provided is correct and that no funding has been obtained in relation to the request for funding in this application.</p> <p>I am giving permission to the Voluntary Organisation Contingency Fund Board to contact the Officer of the Commissioner for Voluntary Organisations in order to validate the above declarations.</p>	
_____ (Name of Legal Responsible Person signature)	_____ (Designation)
Date: _____	

Annex 2

Estimated Expenditure Statement (Budget)

EXPENDITURE	ESTIMATE (including VAT) which reflects the cheapest compliant quotation
Expenditure Item 1:	EUR
Expenditure Item 2:	EUR
Expenditure Item 3:	EUR
Expenditure Item 4:	EUR
Expenditure Item 5:	EUR
Expenditure Item 6:	EUR
Expenditure Item 7:	EUR
Expenditure Item 8:	EUR
Total:	EUR

It is important that all amounts are including VAT. For auditing purposes as required by the Law, the VO must submit to the Board, as proof of an incurred expenditure:

- **fiscal receipts** issued through a cash register or via the fiscal receipt book issued by the VAT Department, irrespective whether the provider is exempt or not, OR
- **a tax invoice** (not an invoice)

Annex 3

Compliance Grid - COVID-19 Voluntary Organisations Emergency Fund

Date: _____

Request Ref: _____

Name of VO: _____

<u>Administratively Compliant</u> <u>Criteria</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
Request submitted by legal representative of the VO			
Fits with at least one of the purposes of the Fund			
Not eligible for other funds or not already obtained funding,			
Project submitted falls within remit of the VO			
The VO is enrolled and in compliance with the regulations set by the Office of the Commissioner of VO			
Financials submitted			
Brief of project submitted			

Secretary

Annex 4

Score Sheet - COVID-19 Voluntary Organisations Emergency Fund

Request Ref: _____

Name of VO: _____

Marks allotted	Criteria	Marks scored
30	Financial Proposal	
30	Risk to the VO if project is not supported	
20	Operational capacity of applicant to undergo request	
20	VO Benefit to the community	
100	Total (pass mark: 75%)	

Chairman _____

Member _____

Member _____

Secretary _____

Date: _____

Score Sheet Criteria

Criteria	Marks allotted	Sub-criteria 1	Sub-criteria 2	Sub-criteria 3
Financial Proposal	30	The financial projections are presented as a total without giving the breakdown of costs leading to this total. (5)	The financial projections are presented as a total giving the breakdown of some of the costs leading to this total. (15)	The financial projections are presented as a total giving the breakdown of all costs leading to the total. (30)
Risk to the VO if proposal is not supported	30	There is no risk to the VO if the proposal is not supported. (5)	Only part of the VO operation poses a risk if the proposal is not supported. (15)	The whole operation of the VO poses a risk if the proposal is not supported.(30)
Operational capacity of applicant to undergo request	20	The VO will not be capable to undergo the proposal even if supported. (5)	The VO is capable to undergo the proposal with limitations related to resources (financial or human). (10)	The VO is capable to undergo the proposal successfully if supported. (20)
VO benefit to the community (members, clients and community at large)	20	No significant benefit to community. (5)	Only direct members of the VO will benefit from the proposal. (10)	Clients and the community in general benefit from the proposal. (20)

Pass mark: 75