
COVID-19

Voluntary Organisations Emergency Fund

GUIDELINES 2021

PHASE 3

COVID-19 Voluntary Organisations Emergency Fund –

Phase 3

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) and supported by the Parliamentary Secretary for Sports, Recreation and Voluntary Organisations.

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 €100,000.00.
- b) These funds have been supported through the Operational Assistance Scheme for VOs.
- c) Requests under this Fund shall not exceed the amount of €5,000.00. This amount is the maximum total amount which any enrolled and compliant Voluntary Organisation may receive under this same scheme in both Phase 1, Phase 2 and Phase 3.

Applications are to be submitted online until the 9th July 2021. Late applications shall not be accepted.

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 as a direct result of the COVID-19 pandemic.
- 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 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) **Eligible costs**

- i. **Rent** on premises which have a leasing agreement on the VO's name or where the VO has a contractual agreement on the use of space.
- ii. **Supplies** related directly to COVID-19 such as, but not only, sanitisation materials and supplies, personal protective equipment (PPE) such as masks, visors and disposable gloves, etc.
- iii. **Other costs** which the VO would like the board to consider and which are not eligible under other funding lines.

f) Eligible costs are those incurred between 1st April 2021 and 30th June 2021.

g) In any case the budget allocations cannot exceed the budget in hand at any point in time.

h) This Fund will be allocated on a first-come-first-served basis depending on the availability of funds until all funds have been committed.

3. Operational aspect of allocation of funds

a) An application has to be formally submitted by the legal responsible person of the VO indicating the financial projections and the financial request.

- b) The Officer responsible for the Fund shall verify eligibility of application and related documentation and on confirmation funds shall be awarded accordingly.
- c) The Chief Executive Officer (CEO) MCVS shall oversee the overall process and procedures and that the processing of the applications is done within a reasonable period upon receipt of the necessary documentation.
- d) On endorsement by the CEO, the Official shall prepare letter of commitment and proceed for payment, communicating with applicants and ensuring that procedure is adhered to.

4. Terms of Procedure

a. Allocation of funds

- a) An application has to be submitted by the legal responsible person of the Voluntary Organisation (VO) indicating the financial projections and the financial request.
- b) Applications for allocations from the fund will be vetted and adjudicated by the MCVS Officials responsible for the Scheme.
- c) Applications shall be evaluated on a first-come-first-served basis.
- d) Only VOs enrolled and compliant with the Office of the Commissioner for VOs can apply and may be awarded financial support under the said fund. All applicants will be cross-checked with the same Office of the Commissioner for VOs.
- e) The CEO, MCVS shall endorse each application which is to be awarded under this Scheme.
- f) The decision of the MCVS is final.
- g) Once the decision is confirmed, the beneficiary VO will be notified.
- h) Beneficiaries shall receive not more than a maximum of €5,000.00 in both Phase 1, Phase 2 and Phase 3.
- i) Once funds have been committed, the beneficiary VO shall receive 100% of the approved amount.

- j) All required documentation is to be submitted within 15 working days from the end of the support period.
- k) MCVS shall reserve the right to ask for further evidence.
- l) VOs are expected to comply by the principles of transparency and accountability.

b. Application and Adjudication Process

- a) The VO is to fill in the online application from the VO Funding Portal www.vofunding.org.mt
- b) The application shall consist of the following information:
 - i. Concern;
 - ii. Support Brief;
 - iii. Budget requested;Accompanied by the necessary documentation in support of the application.
- c) Once the request is received, the application is vetted and processed.
- d) All applications will be checked for eligibility as per Annex 1. Once the eligibility criteria are satisfied, the applications will be adjudicated accordingly.
- e) All applicants shall be notified of the receipt of their application.
- f) An application may be classified either 'approved' or 'rejected' or 'ineligible'.
- g) Once the € 150,000.00 allotted to the fund are exhausted successful applications will be put on a waiting list if other funds are made available.
- h) Following this process, the MCVS official shall inform the applicant on the outcome of their request.

Annex 1

Compliance Grid - COVID-19 Voluntary Organisations Emergency Fund

Date: _____

Request Ref: _____

Name of VO: _____

<u>Administratively Compliant 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			
Request 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			

Verified by _____
