



Ministry For Gozo
SCHEMES

Non-Governmental
Organisations Assistance
Scheme

2022 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 initiative designed to enhance the conveying 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 the capacity of Voluntary Organisations in Gozo.

These guidelines are being issued by the Ministry for Gozo and can be downloaded from 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 each accenuating 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 significance of volunteering
- 1.2.1.5 The furtherance of the skills and competencies of volunteers and members of Gozo based Voluntary Organisations 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 to raise awareness about environmental conservation and protection
- 1.2.2.2 The furtherance of awareness of the distinctive biological diversity of the Maltese Islands particularly 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 holding of educational and promotional programmes on proper animal management and other animal welfare related activities
- 1.2.2.6 The furtherance of the skills and competencies of volunteers and members of Environmental and Animal Welfare Voluntary Organisations based in Gozo

1.2.3 Gozo's Artistic and Cultural Identity

- 1.2.3.1 The advancement of the Arts 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 Gozitan Community
- 1.2.3.4 The furtherance of cultural awareness and participation from amongst the Gozitan Community
- 1.2.3.5 The development of intergenerational artistic and cultural experiences

1.3 Eligible Initiatives

- 1.3.1 The Ministry for Gozo provides an array of funding opportunities for Voluntary Organisations in their endeavours in Gozo. These have been arranged so that requests for assistance can be directly submitted to and dealt with by the appropriate intermediary within the Ministry for Gozo.
- 1.3.2 This Scheme is intended to provide financial assistance for those Voluntary Organisations based in Gozo, who intend to carry out an Initiative that addresses the General Objectives and any one of the Priority strands as established for the Scheme.
- 1.3.3 If a Voluntary Organisation intends to undertake an Initiative classified as a Cultural and/or Musical event - such as a concert, musical, recital, festival and/or any other form of musical representation; the Voluntary Organisation is requested to submit their proposal to the Cultural Heritage Directorate.
- 1.3.4 If the Initiative is classified as Sports related – such as the purchase of sporting equipment, improvements to sports facilities or the holding of sporting activities, such as, but not limited to a sporting tournament, marathon, and any other type of sporting event; the Voluntary Organisation is requested to submit a proposal to the Services Gozo Directorate.

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

2.1 Budget of the Scheme

The financial assistance being made available by the Ministry for Gozo, for the realization of these Initiatives through the 2022 Scheme is one hundred and twenty thousand euro (€120,000).

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 of 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 an awarded Voluntary Organisation.

2.2.1 Maximum Amount to be granted

2.2.1.1 The maximum amount that can be granted will not exceed five thousand euro (€5,000) 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.

2.2.1.2 At application stage, prospective applicants are to clearly demonstrate how the projected expenditure was determined and how such funds will be utilised. The Ministry for Gozo reserves the right to request documented proof from the Voluntary Organisation to substantiate their calculations during the evaluation of application process.

2.2.2 Issuance of Grant

A grant payment will be issued to an 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 has provided valid financial documentation and submitted fiscal receipts
- (v) It has submitted the Final Report and the 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 payment¹

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.

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

The Ministry for Gozo will also:

- appoint a Selection and 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
- manage 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
- Seek clarifications and/or request rectifications from prospective applicants, if applicants do not clearly demonstrate how such funds will be utilised or do not provide documented proof regarding the extent of the projected expenditure to carry out the Initiative
- 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 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 of financial assistance
- Recommend the extent of the financial assistance to be conferred
- Carry out a review of the actions undertaken following the realization of the initiative
- 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 in order 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 maximise the extent 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.

The Best Quality Budget Ratio is intended to reward those prospective applicants who submit a proposal that offer the best value for money.

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 realize 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 call for proposals:

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:
 - Either
 - (i) A Voluntary Organisation whose registered office is in Gozo
 - Or
 - (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
 - Or
 - (iii) A National Voluntary Organisation having a permanent premises in Gozo 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 that have not been carried out or commenced prior to the the date of application;
- 5.2.2.5 be Initiatives that will be completed within twelve (12) months following the issuance of the Grant Agreement;
- 5.2.2.6 The Voluntary Organisation has sought the necessary authorisation from the Public Health Authorities and other competent Authorities established

² A National Voluntary Organisation is being defined as a non-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. The subsidiary organisations must 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.

by Law (as stipulated hereunder in Section 6.5.1.4 of the Guidelines, if one or more of the proposed actions involve any interaction with the general public.

5.2.3 Eligible Applications

- 5.2.3.1 be submitted by the closing date of the call for proposals;
- 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 and Criteria used to assess a proposal

6.1 How to apply

An e-application 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 with the Malta Council for the Voluntary Sector in order to be able to access the online application.

6.3 When to apply

- 6.3.1 The e-application shall be accessible from the advertised date of the opening of the call for application.

The deadline of submission of the applications is the advertised date of the closing of the call for application.

In both instances, this information will be made available via the Ministry for Gozo website and the Malta Council for the Voluntary Sector portal, www.vofunding.org.mt

6.3.2 Prospective Voluntary Organisations will be afforded at least four (4) weeks from the date of the opening of the call for proposals to submit a proposal.

6.3.3 If a Voluntary Organisation wishes to realise a proposal, following the closure of a call for proposals, and for any reason, has not yet submitted a proposal during 2022, they are requested to contact the Fund Administrator via the email – as indicated in Section 11.6 – Contact Details; expressing their intentions. The Ministry for Gozo reserves the right to initiate another call for proposals process, should there be sufficient requests to merit another call for proposals.

6.4 Number of e-applications to submit

6.4.1 A Voluntary Organisation is permitted to submit only one application per calendar year. This implies that the organisation may only benefit from one application, either as a direct applicant or as a project beneficiary.

6.4.2 An organisation as defined in Section 5.2.1.3 (i) & (iii) may submit an application either on its own or in conjunction with other organisations.

When applying in conjunction with other organisations; the Gozo based Voluntary Organisation must demonstrate that it will assume the responsibility of the lead organisation, that 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.

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

6.5 What is 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 over a maximum period of 12 consecutive months, from the date of issuance of the Grant Agreement.

Any related preparatory quotations/invoices shall be sought by not earlier than one month prior to the date of the call for proposals and that all relevant payments to third parties must be made within the twelve-month implementation period.

Any requests for the extension of the implementation period of the Initiative – at a date beyond the established deadline; will not be permitted.

6.5.1.3 Timetable of Activities

In the application form, the Voluntary Organisation will be required to present an overview of the main activities/deliverables. At application stage, prospective applicants are to clearly stipulate the deliverables and when such are planned to be implemented. The final deliverable set should be the submission of the Final Report.

6.5.1.4 Health and Safety Issues

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

If the current COVID-19 restrictions - as mandated by the Public Health Authorities; are still in vigour, the Voluntary Organisation must ensure that it has taken the necessary steps to adapt and promote safe practices consistent with advice from the Public Health Authorities and to ensure that within its premises and venues, appropriate social distancing and correct hygiene measures have been undertaken. The current Mandatory Standards and Guidance for Voluntary Organisations can be accessed through the following link: https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Guidelines_For_Voluntary_Organisations.pdf

If the applicant is proposing to undertake a public gathering or mass event whether indoors or outdoors, for either its members or the general public, it

must demonstrate, that prior to the undertaking of the activity, it will be adhering to the official Mandatory Standards for Gatherings and Events, in accordance with the Organised Public Mass Events Regulations and their subsequent amendments, issued in terms of the Public Health Act (Cap. 465).

These standards can be accessed via the following link:
<https://www.mta.com.mt/en/news-details/file.aspx?f=34425>

Voluntary Organisations must therefore be ready to respond immediately, appropriately, effectively, and consistently with the specific recommendations as mandated by the Public Health Authorities. For more information relating the Mandatory Standards for mitigation measures for the Covid-19 pandemic, Voluntary Organisations are advised to refer to: <https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Pages/landing-page.aspx>

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.

Past performance in the realization of Initiatives that were granted Financial Assistance from any Ministry for Gozo funding scheme, will be taken into consideration when determining a Voluntary Organisation's operational capacity.

6.5.4 Quality Assessment Criteria

Assessment Criteria	Points*
6.5.4.1 Relevance towards the Objectives of the Scheme	10
6.5.4.2 Relevance towards the Priorities of the Scheme	30
6.5.4.3 Quality and completeness of the Proposal	30
6.5.4.4 Participation of the Target Audience	10
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 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 these 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 upon 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 the intended beneficiaries, establish how it will implement and measure the deliverables. The projected expenditure, to realise the proposed Initiative, is to be formulated.

7.1.2 Quality of the proposed initiative

The Initiative should have a clearly defined theme. The theme ought to be linked to the Objectives and Priorities set for the Scheme. Due consideration will be given to the extent and relevance of the proposed initiative and how it is linked with the Objectives and Priorities set for the Scheme.

7.1.3 Quality of content and methodology

The Voluntary Organisation is expected to clearly demonstrate the utility and effectiveness of the Initiative and why its realisation is useful for the Gozitan Community.

Has the Voluntary Organisation identified a particular need? Is the proposal based upon research conducted by the Voluntary Organisation or any other Organisation?

Is the Initiative based upon innovative ideas to address issues within the Gozitan Community or offers innovative features or concepts? Is the proposed Initiative a continuation to previous Initiatives or has been carried out in the past?

How will the Voluntary Organisation realise the Initiative? Will there be any procurement of equipment and/or materials? If so, how will these be procured? Are services required from third party service providers? If so, how will these be attained? What resources will be made available by the Voluntary Organisation?

Has a well-structured programme of activities with coherent actions been drawn up? Are the proposed actions realistic and balanced? Who will carry out such tasks?

Has the Voluntary Organisation set aside appropriate resources to realize the Initiative? Has it attained sponsorships from other public authorities and/or private entities?

What benchmarks/targets have been set to determine the effectiveness of the Initiative?

7.1.4 Target participants

The target population is to be identified and the applicant must demonstrate how these will be affected.

How will the Initiative affect the interests and needs of the intended participants? Will the general public be involved/invited?

Is the proposed Initiative focusing on the needs of specific vulnerable groups within the Gozitan Community?

An important consideration of an Initiative is to foster and engage the active involvement of the members of the Voluntary Organisation and to foster cooperation with other Gozo based Voluntary Organisations. The extent of involvement of the Voluntary Organisation's members and other Voluntary Organisations should be included as an objective of the proposed Initiative.

7.1.5 Quality in the publicity of the initiative

A marketing programme is to be devised and linked to the programme of actions.

How will the Voluntary Organisation bring the proposed Initiative to the attention of the targeted participants and the general public? What type of communication means will be utilized by the Voluntary Organisation? How will it disseminate the information, achievements, outcomes and findings?

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 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 and submit 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
- (iv) Will adhere to the set 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 these 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 6.5.2.

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 applicants 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.

8.1.3.1 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

8.1.3.2 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.

In this regard, 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 payment³
- (iv) The Initiative has been carried out within the established duration of Initiative – that is, within twelve consecutive months from the date of issuance of the Grant Agreement.

8.2.2 Co-financing

Co-financing is permitted in those circumstances where the funds being requested through this Scheme may be insufficient 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.

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":
 - 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

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

- (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 be awarded.

9 What happens once the proposal 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 Capacity 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 Euro (€) and details the conditions and funding amount. The grant decision is a unilateral act awarding financial assistance to the beneficiary.

This agreement must be signed by the beneficiary Voluntary Organisation.

Any requests for the extension of the implementation period of the Initiative – at a date beyond the established deadline set in the Grant Agreement will not be permitted.

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.

The beneficiary must provide the necessary documentation by not later than the established deadline as defined in the Grant Agreement.

The beneficiary is required to provide evidence that the Initiative was effectively implemented. These shall include but not 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 as indicated hereunder
 - A detailed statement indicating procurement procedures undertaken including full justification of the costs incurred, including quotations where applicable (**refer to Annex III – Procurement Procedures**)
 - A financial statement of expenditure (a template will be provided)
- (iii) Original invoices, cash sales and fiscal receipts
- (iv) 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 be:

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

Any procurement procedures undertaken must be in accordance with the set Procurement Regulations.

An extract of Open 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 and expenditure directly linked to the realisation of the Initiative.

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

- (i) Distributed to the participants, free of charge
- (ii) Donated to the residents in Gozo, local Public Entities namely, the Ministry for Gozo and the Local Councils in Gozo
- (iii) 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 Initiative and the organisation of activities

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

For example, the hiring of venues, equipment and services rendered by vat registered third parties, that are directly linked to the implementation of the Initiative.

With regards to any expenditure incurred which can be classified as: (ii) Staff Costs (iii) Hospitality/Catering Expenditure; (iv) expenditure linked to the promotion and visibility of the initiative; and (B) (i) indirect costs; kindly refer to the subsequent sub-sections.

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%

10.4.1.4 Hospitality/Catering Costs

Any 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 5% 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, local transport and ferry ticket expenditure and stationery and postage.

Such Indirect costs are limited to a maximum of 2% 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. 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 any incurred expenditure varies from the budgeted expenditure, certain variations to the budgeted cost heading estimates may be permitted provided that:

- (i) the total budget estimate to realise the Initiative, is not altered
- (ii) the Voluntary Organisation has sought and attained authorization from the Selection and Review Committee to effect changes to the estimates of the cost headings.
- (iii) Any requests to alter the budgeted cost heading estimates are effected prior to the submission of the the Final Report and the Financial Statement of Expenditure.

10.6 Finance and Sub-contracting

- (i) In all cases beneficiaries shall abide fully with the Procurement Regulations set
- (ii) In all cases, beneficiaries are to abide with the principles of accountability, transparency, and best value for money. For instance, the Voluntary Organisation is to base the award of any contracts for procurement of materials and/or the provision of services on the most economically advantageous (cheapest compliant) offer, 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 will be published on the website of the Ministry for Gozo in the financial year for which they were awarded.

The Ministry for Gozo will publish the following information:

- (i) name and address of the beneficiary
- (ii) purpose of the grant
- (iii) 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, and/or during the actual activities/events for which the grant is used.

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



Beneficiaries must 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 may be required to provide proof that the proposal is effectively being implemented. .

All documentation appertaining to the Initiative, including but not limited to the 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 honor one or more of the conditions as 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: 22100287

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 is within the remit and mandate of the applicant	
Yes/No	The proposed initiative will be carried out within twelve consecutive months	
Yes/No	The applicant has acknowledged the declarations in terms of Exclusion and Capacity as stated in the application	
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 are 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	Issue Call for Quotation – Minimum of 3 Quotations must be attained.
		Publication of the call for quotation mandatory.
		Conduct Internal Evaluation of quotations received
		Notification of results to bidders
		Agreement/Contract with successful bidder
EUR 10,000 – EUR 144,000	Public Tender	Issue Call for Tender
		Publication of call for tender mandatory
		Appoint Board to conduct the evaluation of offers received
		Publication of Results and communication to bidders
		Agreement/Contract with successful bidder
Note: ALL figures are NET (excl.) of VAT		

Procurement procedures made through Direct Orders will be permitted subject to the following conditions and the attainment of an approval from the Selection and Review Committee prior the initiation of a direct order procedure:

- The value of the supplies/works/services procured through Direct Orders must not exceed (in total) five Hundred Euro (EUR 500) exclusive of VAT
- When no quotes/offers are received - within the pre-determined period of submission of quotes/offers, following the publication of either a request for quotations and/or a call for tender
- When for technical or artistic reasons, or for reasons connected with the protection of exclusive rights, the services may be provided only by a particular economic operator
- In so far as is strictly necessary, when the time-limits for open procedures referred to in the Public Procurement Regulations cannot be respected for reasons of extreme urgency occasioned by unforeseeable events. The

circumstances invoked to justify urgency must not be attributable to the organisation

- In so far as is strictly necessary, for additional supplies, services and/or works not included in the project initially considered or in the contract first concluded but which have, through unforeseen circumstances, become necessary for the performance of the service or works or supplies described therein, on condition that the award is made to the economic operator executing the contract
- **Approval is to be sought and attained from the Selection and Review Committee 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.

Requests for Quotation:

- Must be requested with a specified deadline
- Must be attained within the same period (not more than 1 month timeframe between one another)
- Objection period for all requests with an estimation value over €5,000 is to be set for ten (10) calendar days
- If the minimum number of 3 quotations cannot be attained, the Voluntary Organisation must provide evidence that it had done its uttermost to seek and attain quotations from at least three different economic operators.

Call for tender:

- Same conditions as those stated hereunder in “Requests for Quotations” also apply
- The minimum time limit (Publication period) for call for tender shall be twenty (20) days