



Ministry For Gozo  
**SCHEMES**

Non-Governmental  
Organisations Assistance  
Scheme

# Guidelines for Applicants

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# PART A

## GENERAL INFORMATION

### 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 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](http://www.mgoz.gov.mt) and from the Malta Council for the Voluntary Sector funding website: [www.vofunding.org.mt](http://www.vofunding.org.mt).

The application form may be accessed from the website [www.vofunding.org.mt](http://www.vofunding.org.mt).

#### 1.1 Objectives of the Scheme

The general objectives establishing the Scheme are the following:

- 1.1.1 To address social, cultural and/or environmental factors within Gozo and its communities;
- 1.1.2 to promote sustainable community development within the Gozitan society;
- 1.1.3 To enhance the capacity, capabilities and service provision of Voluntary Organisations based in Gozo;
- 1.1.4 To support the work of Voluntary Organisations within the Gozitan society;
- 1.1.5 To promote and encourage a culture of volunteering and the participation in volunteer activities;
- 1.1.6 To stimulate co-operation and networking between Gozo based Voluntary Organisations and to foster co-operation between Voluntary Organisations and the Ministry for Gozo;

## 1.2 Priority Initiatives

This Scheme is intended to provide financial assistance for those Voluntary Organisations based in Gozo, who intend to undertake an Initiative addressing an earmarked Priority. And for each Priority there are a number of pre-defined actions.

**A Voluntary Organisation may only submit a proposal addressing only one of the below listed actions.**

### 1.2.1 Capacity Building and/or Cooperation amongst Voluntary Organisations

*The Voluntary Organisation must demonstrate that the proposed Initiative will strengthen its organisational capacity, service provision, processes, and resources. Or that the Initiative will encourage and/or bring about collaboration amongst the various community stakeholders in Gozo.*

#### 1.2.1.1 The procurement of equipment, appliances and furniture that may be required within a Voluntary Organisation's premises.

*The following provisions apply. The Voluntary Organisation will be required to clearly demonstrate the need and utility of such items. The procured items shall remain within the permanent premises of the Voluntary Organisation in Gozo. The direct replacement of any existing equipment, appliances and furniture situated within the Voluntary Organisation's premises is not permitted if it is not duly justified at application stage.*

#### 1.2.1.2 General Improvements to the Voluntary Organisation's premises and/or facilities.

*General Improvements carried out to and/or within the Voluntary Organisation's premises or improvements to the facilities that are regularly utilised by the Voluntary Organisation.*

*At application stage, Voluntary Organisations are required to submit a technical report - drawn up by a warranted architect or engineer; indicating the nature of the works and projected costs.*

*The following provision applies. Any proposal will be deemed as ineligible if the intended objective is to part-finance works that form part of a major project or if the total projected outlay to realise the proposed works, exceeds ten thousand euro €10,000.*

#### 1.2.1.3 The procurement of durable equipment for personal in-home use that will improve the quality of life of those the Voluntary Organisation serves within the community.

*The type of equipment could be medical or of any other type that may restore and prolong mobility and/or promote continued independence and autonomy. Such equipment should be for in-home use.*

*The equipment can either be donated free of charge to the targeted participants or remain the property of the Voluntary Organisation and loaned out to the targeted participants for a definite period, free of charge.*

#### 1.2.1.4 The furtherance of the skills and competencies of the members of the Voluntary Organisation.

*Voluntary Organisations are encouraged to identify and participate in training programmes that bring about positive changes within the organisation such as but not limited to their ability to exercise good stewardship over financial and human resources.*

- 1.2.1.5 The implementation of joint initiatives by Voluntary Organisations in Gozo. *Such initiatives should promote cooperation amongst Voluntary Organisations, the identification of innovative practices, peer learning and the exchange of experiences.*

## **1.2.2 Community-Based Initiatives:**

- 1.2.2.1 The furtherance of civic responsibility initiatives amongst the community. Actions aimed at shaping active and responsible citizens.
- 1.2.2.2 The advancement of an inclusive society. Actions aimed at fostering social cohesion<sup>1</sup>.
- 1.2.2.3 Actions aimed at addressing current and future societal and environmental challenges while meeting citizens' expectations.
- 1.2.2.4 The furtherance of Civic Environmentalism<sup>2</sup>. Actions focusing on the realisation of a sustainable community for the present and future generations.
- 1.2.2.5 The pursuit of animal care, welfare and husbandry practices and any related programmes in Gozo.

*Voluntary Organisations who wish to carry out an action as defined in Sections 1.2.2.1 – 1.2.2.4 are required to demonstrate a comprehension of local needs and to define the issues that need to be addressed. They must outline a specific result or purpose that is to be pursued and the actions that will be undertaken to accomplish their goals.*

## **1.2.3 Conferences, Seminars, Research projects and Events**

- 1.2.3.1 The hosting of conferences and seminars in Gozo and webinars exclusively from Gozo.
- 1.2.3.2 Participation in conferences, seminars & training programmes in Malta.
- 1.2.3.3 The holding of other types of one-off events which are not classified as Cultural, Artistic and Musical events - as promulgated in Section 1.3.
- 1.2.3.4 Research projects.
- 1.2.3.5 The production of publications and online content.

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<sup>1</sup> *The capacity of a society to ensure the well-being of all its members, minimising disparities and avoiding marginalisation.*

<sup>2</sup> *Collective actions whereby citizens come together to address environmental issues as a means to improve their communities*

*Voluntary Organisations who intend to carry out an action as defined in Section 1.2.3, must demonstrate that the goal and objectives of the proposed Initiative will be in addressing any of the other Priorities as promulgated in Sections 1.2.1 and 1.2.2.*

*For instance, the holding of a seminar to identify innovative ways of improving service provision by Voluntary Organisations within the Gozitan community. Or a research project identifying and addressing societal needs and/or social challenges.*

**At application evaluation stage, the Ministry for Gozo reserves the right to seek further clarifications regarding any request presented.**

### **1.3 Ineligible Initiatives**

The following Initiatives are deemed as **not eligible** under this Scheme.

1.3.1 An initiative that is a repeat of a previously approved initiative.

1.3.2 An initiative that is a continuation or an extension of an existing project or a past project by the Voluntary Organisation.

The Scheme is intended to encourage Voluntary Organisations propose innovative initiatives that address either their needs or the challenges they encounter within the Gozitan community. If a Voluntary Organisation wishes to undertake the furtherance of a previous successfully executed initiative - which is classified as such as per Sections 1.3.1 and 1.3.2; the Voluntary Organisation, at application stage, must clearly state the relevance of their Initiative and demonstrate what would further be accomplished following its realisation.

1.3.3 Cultural and/or Musical events - such as but not limited to concerts, musicals, recitals, festivals and/or any other form of musical representation.

1.3.4 Sports related Initiatives – such as but not limited to the purchase of sporting equipment or any equipment required in the premises of sports clubs and venues, improvements to sporting club premises, sports facilities and venues, the holding of sporting events such as but not limited to sporting tournaments, marathons and the participation of member sports persons in tournaments and training programmes in Malta and abroad.

1.3.5 The enhancement of Gozo's artistic & cultural traditions, linked to our traditional feasts – such as but not limited to the restoration or design and manufacture of statues, banners, festoons, pavilions, pedestals and any other artistic decorations which are mounted during feasts.

1.3.6 Artistic representation and literary initiatives - such as but not limited to the pursuance towards artistic excellence, creative potential and the preservation and promotion of the historical, cultural and artistic heritage of Gozo and the Gozitan Community.

1.3.7 The purchase and/or repair of any musical instruments and/or any equipment that may be utilised during musical, artistic, literacy and cultural events.

1.3.8 The hosting and/or participation in webinars, conferences, seminars, and training programmes having specific themes related to Tourism, the Economy, Business Enterprise and Employment.

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 – financial and in kind; can be directly submitted to and dealt with by the appropriate intermediary within the Ministry for Gozo. Consequently, Voluntary Organisations are therefore encouraged to clearly determine the intended merit, when formulating a proposal and to refer any request to the appropriate intermediary within the Ministry for Gozo.

**The Ministry for Gozo reserves the right to determine the merits and eligibility or ineligibility of any submitted proposal vis-à-vis these Guidelines.**

## **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 Scheme throughout the current year 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 be : .

Actions as listed under Section 1.2.1 - **Capacity Building and/or Cooperation amongst Voluntary Organisations** - Not exceeding five thousand euro (€5,000) per proposal.

Actions as listed under Section 1.2.2 - **Social Cohesion and Civic Environmentalism Initiatives** - Not exceeding five thousand euro (€5,000) per proposal.

Actions as listed under Section 1.2.3 - **Conferences, Research and Events** - Not exceeding three thousand euro (€3,000) per proposal.

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

**2.2.1.3. The Ministry for Gozo reserves the right to not allocate the total funds being requested should the proposed Initiative not reach the required level in terms of the Scheme's award criteria and outreach.**

2.2.1.4 At application stage, prospective applicants are to clearly compute and indicate the projected expenditure to realise a proposal. The Ministry for Gozo reserves the right to request additional information and/or documentation from the Voluntary Organisation to substantiate the projected expenditure during the evaluation of application process.

## **2.2.2 Issuance of Grant**

The grant under the Scheme is a lump sum (fixed amount) issued following the realization of the Initiative.

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

- (i) Carried out the Initiative in accordance with the stipulated Guidelines of the Scheme
- (ii) Procured goods and services in accordance with the established procurement procedures
- (iii) Submitted the Final Report and the Financial Statement of Expenditure forms
- (iv) Provided valid financial documentation and submitted fiscal receipts within the established deadlines;

And that the Selection & Review Committee has determined that the Voluntary Organisation has:

- (v) Satisfactorily implemented the Initiative in accordance with the deliverables it had set out in its approved application
- (vi) Executed the Initiative in accordance with the established Guidelines of the Scheme, procurement procedures and marketing guidelines.



### **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, within the Ministry for Gozo.

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
- Rank the eligible proposals according to the Quality Score
- 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 Criterion.

## **4. What is the Criteria for Award and Award Mechanism?**

### **4.1 Award Criteria**

The award criterion established for the Scheme is based on the Selection Criteria. Grants will be awarded to those initiatives that maximise and align with the overarching Objectives and Priorities of the Scheme.

The Selection criteria – as indicated in Section 6.4; describes exactly which elements will be taken into consideration to assess the extent of which the initiative will maximise its impact on the community and how much it is aligned with the desired outcomes in terms of quality of the proposed initiative.

### **4.2 Ranking of Proposals**

The Selection and Review Committee will be ranking the eligible proposals according to the Quality Score. **Only those proposals attaining a Quality score of fifty marks (50) or higher will be included in the final ranking list for grant award.** The proposal 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 will recommend for award those proposals according to the ranking list until the earmarked funds have been allocated.

In the instance of proposals having the same score, priority will be given to the proposal having the lowest sum being requested to realize the Initiative.

If this 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.

## **PART B**

### **INFORMATION ABOUT THE SCHEME**

#### **5 General Information for the Applicants**

##### **5.1 How to apply**

An e-application must be filled in.

##### **5.2 Where to apply**

The e-application must be submitted through the apposite Malta Council for the Voluntary Sector funding portal, [www.vofunding.org.mt](http://www.vofunding.org.mt).

An apposite link can also be found on the Ministry for Gozo's website [www.mgoz.gov.mt](http://www.mgoz.gov.mt).

The Voluntary Organisation must be registered on the Malta Council for the Voluntary Sector's funding portal in order to be able to access the online application.

##### **5.3 When to apply**

5.3.1 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 will be 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](http://www.vofunding.org.mt)

##### **5.4 Who can apply**

To be eligible for funding, Voluntary Organisations must by the closing date of a call for proposals:

5.4.1 be enrolled as a Voluntary Organisation in terms of the Voluntary Organisations Act, (Chapter 492 of the Laws of Malta);

5.4.2 be fully compliant with the requisities of the Voluntary Organisations Act and its subsidiary legislation 492.01(Annual Returns and Annual Accounts;

5.4.3 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 Organisation<sup>3</sup> 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.

In terms of (ii) & (iii), the Voluntary Organisation, at application stage must demonstrate that the services it provides to the Gozitan community, are on a regular basis. The Ministry for Gozo reserves the right to request additional information to verify this status.

## 5.5 Number of e-applications to submit

5.5.1 A Voluntary Organisation is permitted to submit only **one application per call for proposals**. This implies that an organisation may only benefit from one application, either as a direct applicant or as a project beneficiary.

5.5.2 An organisation as defined in Section 5.4.3 (i) and (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 organisation must assume the responsibility of the lead organisation and carry out the majority of the envisaged actions of the proposed Initiative.

5.5.3 An organisation as defined in Section 5.4.3 (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 can submit an application on its/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.

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<sup>3</sup> 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 have a number of premises situated in different localities or operate a number of subsidiaries throughout the Maltese Islands. The subsidiary organisation must abide by the rules, regulations, directives and decisions of the National Organisation and conduct its affairs in accordance with the relevant provisions of the Statutes of the National Organisation.

## 5.6 Duration of the Initiative

5.6.1 The Voluntary Organisation will be required to carry out the Initiative within a period that does not exceed 12 consecutive months. The implementation period will commence 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.

All relevant payments to third parties must be effected within the twelve-month implementation period.

**5.6.2 Any requests for the extension of the implementation period of the Initiative – at a date beyond the established deadline - as indicated in Section 5.6.1; will not be permitted.**

## 5.7 Number of initiatives being implemented during the same year

A Voluntary Organisation is not permitted the concurrent execution of two or more initiatives that are being funded by the Scheme.

A Voluntary Organisation, as stipulated in Section 5.5, is permitted to submit only one application per call for proposals.

However, if the Voluntary Organisation, at the date of closure of an open call for proposals, is in a situation whereby it is executing - that is, it has not yet finalized; an approved Initiative – which is funded by the same Scheme; the following provisions apply:

- (i) The Voluntary Organisation is permitted to submit a proposal and this will be considered for grant award;
- (ii) If the relative proposal had been successfully approved for grant award, a grant agreement will not be automatically issued.
- (iii) The grant agreement will only be issued following the successful closure<sup>4</sup> of the previous approved Initiative.
- (iv) The Ministry for Gozo reserves the right to re-check the compliance of the Voluntary Organisation - in terms of the Voluntary Organisations Act as promulgated in Sections 5.4.1 and 5.4.2; before the issuance of the Grant Agreement.

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<sup>4</sup> “the process of closure of an initiative” implies that the Voluntary Organisation has carried out all the deliverables it had set out to implement and submitted the final report together with the financial documentation. And the Ministry for Gozo has carried the necessary compliance checks and approved that the initiative had been successfully executed.

## **5.8 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.

## **5.9 Health and Safety Issues**

The Voluntary Organisation 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.

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.

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 ensure that 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).

Voluntary Organisations must therefore be ready to respond immediately, appropriately, effectively, and consistently with the specific recommendations as mandated by the Public Health Authorities.

## **5.10 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, the Ministry for Gozo will invalidate the Grant Agreement and not grant any financial assistance, if it deems that an awarded Voluntary Organisation has committed a wilful action which contravenes fundamental ethical principles during the implementation of the Initiative.

# **6. What are the criteria used to assess a proposal.**

## **6.1 Eligibility Criteria**

To be eligible for funding, the Voluntary Organisation must, by the closing date of the call for proposals, verify and ensure that:

### 6.1.1 Eligible Applicants

The Voluntary Organisation is in accordance with the established organisational criteria of the Scheme as stipulated in Section 5.4;

### 6.1.2 Eligible Proposals

- 6.1.2.1 The Initiative addresses at least one of the Priority Actions of the Scheme as stipulated in Section 1.2;
- 6.1.2.2 The proposed Initiative **is not** classified as an ineligible initiative as defined in Section 1.3;
- 6.1.2.3 An Initiative that will be implemented/held in its entirety in Gozo;
- 6.1.2.4 An Initiative that has not been carried out or commenced prior to the date of the call for proposals;
- 6.1.2.5 An Initiative that will be completed within twelve (12) consecutive months following the issuance of the Grant Agreement.

### 6.1.3 Eligible Applications

- 6.1.3.1 Submitted online through the apposite e-application form. (No other form of transmission will be accepted).
- 6.1.3.2 Submitted by the closing date of the call for proposals.
- 6.1.3.3 The application contains all the relevant information required at the point of e-application.

## 6.2 Exclusion Criteria

The Voluntary Organisation must demonstrate that:

- 6.2.1 **It is not** in any of the situations - listed hereunder; which would prevent it from receiving financial support granted by the 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, Agency, Authority 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 Laws of Malta
- 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, Agency, Authority or Entity

6.2.2 It is not subject to a conflict of interests;

6.2.3 It has supplied the correct information and that the projected expenditure to carry out the initiative is based on current market prices;

6.2.4 It will comply with any requests for clarifications, rectifications and additional information by the Ministry for Gozo as deemed necessary for the proper management of the Scheme.

## **6.3 Capacity Criteria**

### **6.3.1 Financial capacity**

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

### **6.3.2 Operational capacity**

The applicant must demonstrate that the Voluntary Organisation has the necessary human resources, skills, competencies and motivation to complete the proposed Initiative.

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



## 6.4 Selection Criteria

### 6.4.1 Quality Assessment Criteria

<b>Assessment Criteria</b>	<b>Points*</b>
6.4.1.1 Relevance towards the Objectives of the Scheme	10
6.4.4.2 Relevance towards the Priorities of the Scheme	30
6.4.4.3 Quality and completeness of the Proposal – Content and Methodology	30
6.4.4.4 Participation of the Target Audience.	10
6.4.4.5 The potential of the Initiative in offering continuity and legacy	10
6.4.4.6 Publicity of the initiative and Visibility of the Scheme - in terms of the marketing campaign, publicity & promotional material and the advertising of the main activities	10
<b>Total Marks</b>	<b>100</b>

\*Where appropriate, half marks may be given

The above scores serve as an indication in order to assist prospective applicants when filling in their e-application.

## **PART C**

### **INFORMATION FOR APPLICANTS**

#### **7. How to formulate a good proposal?**

The Quality Assessment criteria as indicated in Section 6.4, lists the criteria against which a proposal will be assessed. The following sub-sections are intended to assist an applicant in developing a good proposal.

#### **7.1 Initiative design**

##### **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 for the local community.

It should define the objectives and set the priorities it intends to attain. It needs to identify the intended beneficiaries and establish how it will implement the deliverables set. This will require a well-structured programme of by actions. The projected expenditure, to realise the proposed Initiative, is to be formulated and based on current market prices.

##### **7.1.2 Quality of content and methodology**

The Initiative should have a clearly defined theme. The theme ought to be aligned to the Objectives and Priorities set for the Scheme. The Voluntary Organisation is expected to clearly demonstrate the utility and effectiveness of the Initiative and why its realisation is paramount 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?*

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. The theme must be translated into concrete activities and/or actions.

*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 utilised 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?*

### **7.1.3 Impact and Target participants**

The initiative should aim to have an impact on either the members of the organisation and/or on the Gozitan community. The targeted participants are 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 cohorts within the Gozitan Community?*

If the proposed initiative involves the participation of other stakeholders – such as other Gozo based Voluntary Organisations, the applicant is to demonstrate how they intend to engage and bring about the active involvement of the stakeholders.

The extent of involvement of the Voluntary Organisation's members, the community and other Voluntary Organisations should be clearly demonstrated as an objective of the proposed Initiative.

### **7.1.4 Publicity of the Initiative and Visibility of the Scheme**

A marketing programme – comprising of reach out and promotional awareness actions; is to be devised and linked to the programme of actions of the Initiative.

*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 – printed, online and through social media applications; should also include actions of enhancing the visibility of the Scheme and the Ministry for Gozo.

The compulsory use of the Ministry for Gozo’s 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 Scheme’s criteria
- (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

#### **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 be compliant with all the eligibility criteria. For details of the eligibility criteria, please refer to Part B.

#### **8.1.2 Exclusion criteria**

An applicant will be excluded from participating in the Scheme if it is in any of the situations as listed in Section 6.2

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 Ministry for Gozo as a condition of participation in the grant award procedure or failed to supply this information

**Prospective Voluntary Organisations, at application stage, 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 applicant must demonstrate that it has the necessary financial capacity to carry out the proposal.

**Prospective Voluntary Organisations, at application stage, 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 from other sources of co-financing.**

If the Ministry for Gozo deduces that the applicant has not clearly demonstrated that it has the financial capacity to carry out the initiative, the Ministry for Gozo may either request for further information/documentation or reject the application.

#### **8.1.3.2 Operational capacity**

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

**Prospective Voluntary Organisations, at application stage, are required to fill in the appropriate section in the e-application – “Declarations”.**

If the Ministry for Gozo deduces that the applicant has not clearly demonstrated that it has the operational capacity to carry out the initiative, the Ministry for Gozo may either request for further information/documentation or reject the application.

#### 8.1.4 Selection criteria

The Quality Assessment criteria are indicators that allow the Ministry for Gozo to evaluate the quality of the proposal.

The Quality Assessment criteria indicated in Section 6.4, describe exactly those elements that will be 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) 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 either through the Voluntary Organisation's own financial resources or by seeking assistance from other sources.

**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, prospective Voluntary Organisations at application stage 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**
  - **The amount being received from third parties**

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

Financial Assistance in excess of eligible incurred expenditure less any co-financing will not be awarded.

### **8.2.3 Contributions in Kind**

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

- 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
- The costs generally accepted on the market in question for the type of contribution concerned when no costs are borne

**If contributions in kind will be attained, prospective Voluntary Organisations, at application stage are requested to:**

- (i) Indicate in the appropriate section of the e-application “Project’s Design”:**
- **The Individual/Entity/Institution/Organisation bestowing the contribution in kind**
  - **The type and value being received from third parties**
- (ii) Include the contributions in kind value in the Budget of the Initiative in the appropriate Section “Budget”.**

Financial Assistance in excess of eligible incurred expenditure less the value of the contributions in kind will not be awarded.

### **8.2.4 Double-financing**

Any part of the Initiative that is deemed to be supported from other sources - as outlined in Sections 8.2.2 and 8.2.3; will not be considered as eligible for assistance under the Scheme.

An Initiative supported by the Scheme may not be in receipt of any other public financing sources or European Union funding.

**Prospective Voluntary Organisations, at application stage, are required to clearly indicate in the relevant section of the e-application, all sources, if any, of funds received or applied for during the course of the Initiative.**

## **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 and Capacity criteria will proceed and be assessed in terms of the Selection Criteria.

### **9.2 Computation of Quality Score**

Two members of the panel of independent evaluators will use the Quality Assessment criteria to determine the quality score. An average score will be computed for each proposal and this is considered as the final quality score.

A third evaluator shall be asked to evaluate a proposal in the following circumstances:

- (i) There is a variance of fifteen (15) marks between the scores assigned by the two evaluators and that both evaluators have awarded a score higher than fifty (50) marks. An average of the three (3) scores will be computed and considered as the final quality score.
- (ii) One of the two assigned evaluators has awarded a score which is below fifty (50) marks. If two of the three evaluators award a score below fifty marks, the proposal will not be considered for grant award. In that instance, an average score of the two “lower” scores will be computed and considered as the final quality score. If, however, two of the three evaluators award a score above fifty marks, the final score will be based on the average of the two “higher” scores.

Only those proposals attaining a Quality score of fifty marks or higher will be included in the ranking list for grant award. The proposal with the highest score will be ranked first and consequently the remaining eligible proposals will be prioritised according to the final score.



### **9.3 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. 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

The results shall be published on the portals of the Ministry for Gozo – [www.mgoz.gov.mt](http://www.mgoz.gov.mt) and the Malta Council for the Voluntary Sector – [www.vofunding.org.mt](http://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.

### **9.4 Appeal**

Unsuccessful applicants will also be notified with the outcome of the selection procedure.

Unsuccessful applicants have the right to appeal within five working days from the date of issuance of the official results. The Selection & Review Committee will review the appeal and present a recommendation to the Permanent Secretary. The decision taken by the Permanent Secretary is final and indisputable.

## **10. What happens if your application is approved?**

### **10.1 Grant agreement**

In the event of a definitive approval, a grant agreement will be 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.

The provisions of Section 5.7 will apply if a beneficiary Voluntary Organisation is still in the process of carrying out a previous year's approved Initiative, which is funded by the same Scheme

### **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 conferred 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 is required to provide evidence that the Initiative was effectively implemented. This 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 (refer to Annex II – 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

**The beneficiary must submit the necessary documentation by not later than a month following the implementation period as defined in the Grant Agreement.**

If the Voluntary Organisation has established that it will utilise the maximum period allowed as indicated in Section 5.6, then all documentation must be compiled and submitted by the 13<sup>th</sup> Month.

#### **10.4 Eligible Costs**

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

- (i) necessary for the implementation of the initiative
- (ii) inserted 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
- (v) truly and actually incurred by the beneficiary
- (vi) 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 II.

Payments to third party suppliers and service providers (local and foreign) are to be solely effected through the financial resources that are directly managed by the Voluntary Organisation.

##### **10.4.1 Eligible Direct Costs**

10.4.1.1 Procurement of equipment, furniture, books and materials directly linked to the realisation of the Initiative.

10.4.1.2 Provision of services from vat registered third party service providers. Such services must be directly linked to the Initiative.

##### **10.4.1.3 Staff Costs**

The remuneration of staff members who are directly 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:

<b>Activities</b>	<b>Percentage of the Total Direct Cost (%)</b>
Administrative and Logistical Support	<b>5%</b>
Professional Services rendered <i>(Examples of such services, but not limited to counselling, lecturing, tutoring, delivering of presentations)</i>	<b>15%</b>

#### 10.4.1.4 Hospitality/Catering Costs

Any hospitality 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 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 transportation, ferry ticket expenditure, stationery and postage.

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 budget statement indicating the forecasted expenditure to realise the Initiative. The Voluntary Organisation will be required to indicate the projected expenditure according to the cost headings as stipulated in Section 10.4.

Any incurred expenditure in excess of the budget estimates for each specific cost heading will be excluded from the final grant payment.

The Voluntary Organisation, following the realisation of the Initiative, will be required to submit a Financial Statement of Expenditure. 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**

In all instances, beneficiaries are to abide fully with the Procurement Regulations set.

In all instances, 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 the 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 given

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 Visibility of the Scheme**

Apart from the measures foreseen for the publicity of the Initiative and for the dissemination and exploitation of its results, there is an obligation to acknowledge the Ministry for Gozo and the Scheme.

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 Scheme's Marketing Guidelines. These will be provided to the beneficiary following the issuance of the Grant Agreement.

### **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 or 22156594

Email: [ngoscheme.mgoz@gov.mt](mailto:ngoscheme.mgoz@gov.mt)

## Annex I Assessment Criteria

<b>Eligibility, Exclusion and Capacity Criteria</b>		
Yes/No	The applicant is enrolled with the Commissioner for Voluntary Organisations	
Yes/No	The applicant is compliant with the requisities of Chapter 492 Voluntary Organisations Act of the Laws of Malta	
Yes/No	The applicant is a Voluntary Organisation based in Gozo	
Yes/No	The proposed Initiative fits in at least with one of the Priority actions of the Scheme	
Yes/No	The proposed Initiative <b>is not</b> an ineligible initiative	
Yes/No	The proposed initiative will be carried out in its entirety in Gozo	
Yes/No	The proposed initiative <b>has not</b> commenced prior to the date of the call for proposals	
Yes/No	The duration of the proposed initiative is in accordance with the maximum stipulated period	
Yes/No	The applicant <b>is not</b> in any situation - as established in the Exclusion Criteria; which would prevent it from receiving a grant	
Yes/No	The applicant has demonstrated that it has the financial capacity to support implementation of the initiative	
Yes/No	The applicant has demonstrated that it has the operational capacity to support implementation of the initiative.	
Yes/No	The applicant <b>has not</b> indicated any action which might contravene fundamental ethical principles.	
<b>Points</b>	<b>Selection Criteria</b>	
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	
<b>100</b>	<b>Total Marks</b>	



## Annex II : 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	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
<b>Note: ALL figures are NET (excl.) of VAT</b>		

**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 to any 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