

# BeACTIVE

**BeActive Scheme**  
Developing Ideas Together  
Your guide to  
Be Active – 2024



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# BeACTIVE

## BeActive Scheme Developing Ideas Together Your guide to Be Active – 2024

### PART A

## GENERAL INFORMATION about the BeActive Scheme

### 1. Introduction

The BeActive Scheme is an initiative managed and administered by Aġenzija Żgħażaġh within the Ministry for Education, Sport, Youth, Research and Innovation and the Parliamentary Secretariat for Youth, Research and Innovation.

This call for proposals is being issued by the Aġenzija Żgħażaġh under the BeActive scheme. These guidelines for the BeActive Scheme (2024) are also published on the Aġenzija Żgħażaġh website <https://youth.gov.mt> and the funding portal [www.vofunding.org.mt](http://www.vofunding.org.mt). The guidelines constitute an integral part of the call for proposals.

#### 1.1 Aim

Through this call, Aġenzija Żgħażaġh aims to continue providing support to voluntary youth organisations in the development, planning, implementation and evaluation of projects that are aimed to provide opportunities for participation through active citizenship of their respective members as well as for the community and society.

The initiatives proposed from the voluntary youth organisation have to be in relation to at least one of the following themes:

- Youth Empowerment
- Human Rights
- Well-being
- Intergenerational dialogue
- The Environment
- Social Inclusion

### 2. Budget Allocation

The maximum budget allocated to each initiative is of €4,000.

### 3. When and Where to Apply

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The e-application opens on the 19th September 2023. Deadline of submission of e-application is noon, 23rd October 2023. E-applications must be submitted to Aġenzija Żgħażaġh via the online portal: [www.vofunding.org.mt](http://www.vofunding.org.mt)

Organisations are strongly advised not to wait until the last day to submit their applications since internet connection problems or other technical problems could lead to issues with submissions. Aġenzija Żgħażaġh cannot be held responsible for any delay due to such difficulties.

PART B

## Eligibility and award criteria

### 4. Eligibility Criteria

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Organisations have to:

- i. Provide a service to young people that are between 13 and 30 years of age.
- ii. Be officially registered as a Voluntary Organisation with the Commissioner for Voluntary organisations and compliant with the Commissioner for Voluntary Organisations as at date of application as per L.N. 372 of 2012.
- iii. Be registered members of Aġenzija Żgħażaġh.
- iv. Submit only one e-application per centre through which the Voluntary Organisation operates.
- v. Submit projects which are to be implemented between 1st December 2023 and 30th September 2024.
- vi. Submit all information required at the point of e-application (including annexes).
- vii. Have an active bank account registered under the organisation's name.

### 5. Exclusion Criteria

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- i. E-applications submitted by organisations who are declared as non-compliant to the LN 372 of 2012 by the Commissioner for Voluntary Organisations at point of application.
- ii. Applications submitted by band clubs and sports organisations.
- iii. E-applications which do not contain full information and annexes as requested by application and in these Guidelines and Regulations.
- iv. E-applications that do not address the aims of the scheme.
- v. Project activities which have been funded through another EU or national fund.
- vi. Projects that have already taken place.
- vii. Projects of an intrinsically commercial, or self-sustainable nature.

### 6. Award Criteria

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Applications will be evaluated in relation to the following criteria:

- i. Relevance to the theme/s indicated on the proposal (15 marks)

- ii. Coherency and flow of proposal (15 marks)
- iii. The active participation of young people (15 marks)
- iv. Impact, Multiplier effect and Follow-up (15 marks)
- v. Visibility (15 marks)
- vi. Link to the National Youth Policy (10 marks)
- vii. Realistic budget. (Organisations can apply for projects that exceed the allocated budget of €4,000 as long as they state the total amount involved and clearly indicate the expenses that will be covered by the organisations. Project proposals should also show proof of costings related to project budget). (15 marks)

## 7. Funding

The budget of the project must be drafted according to the following funding rules.

Eligible costs must be directly linked to the implementation of the proposed project or linked to the additional dissemination and visibility of project's results.

### 7.1 How much funding will be allocated to the project?

100% of eligible costs proposed will be allocated up to a maximum of €4,000.

### 7.2 What is the rule of allocation for projects under the BeActive scheme?

Budget will be granted provided that it is consistent with the budget presented in the e-application form and linked directly to the measures and activities outlined in the e-application form.

### 7.3 What are the obligations for this funding scheme?

Upon signing the agreement with Aġenzija Żgħażaġh, organisations will be given a soft copy of the Final and Financial report template. For each project the organisation needs to give:

- i. Full justification of the costs incurred including original invoices, cash sales and VAT receipts.
- ii. Outputs of achievements.
- iii. Clear outline of dissemination measures for each project outcome in final report.
- iv. Participation in Aġenzija Żgħażaġh events.
- v. It is the responsibility of the organisation to implement the project as approved by the stipulated end date, even if the organisation's members change. If this occurs, a clear and proper handover should be given to the newly appointed personnel.

### 7.4 How will disbursement be effected?

- i. Once the application is accepted the organisations will be provided with 60% of the budget that is approved by the selection board.

- ii. The remaining 40% will be refunded to the organisations on presentation of the final report together with all the official fiscal receipts and the documentation related to the global expense of the initiative.
- iii. All payments will need to be acknowledged and confirmed by the end of December 2024.

## 8. Ineligible Expenses

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- i. Expenses covered by other Government or European Union funding schemes.
- ii. Staff costs.
- iii. Utility bills.
- iv. Transport-fuel charges.
- v. Expenses that are not included and justified by the budget submitted in the e-application.
- vi. Expenses not incurred during the time frame of the project stipulated in the agreement.
- vii. Expenses that are not clearly identifiable and verifiable, and supported by original documentation.
- viii. Expenses that are not declared in accordance with the requirements of fiscal legislation.

## PART D

## Procedures

### 9. E-application Procedure

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Eligibility criteria for Be Active projects submitted is being described in Part B of these guidelines and regulations.

An e-application will be accepted only if:

- i. Submitted via the correct e-application form which is completed in full through the online portal [www.vofunding.org.mt](http://www.vofunding.org.mt)
- ii. It shows a budget in conformity with these guidelines.
- iii. It is accompanied by all the requested additional documentation.
- iv. It is submitted by the stipulated deadline.

Only one e-application per centre through which the Voluntary Organisation operates may be submitted. Sub-accounts may be accessed by formal request of the legal representative of the organisation to the project coordinator.

No changes can be made after the e-application has been submitted.

### 10. Award Procedure

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All e-applications received by Agenzija Żgħażaġh will undergo an eligibility check against the eligibility criteria and exclusion criteria. The e-applications which have successfully passed these checks are evaluated by a board of independent external evaluators and ranked accordingly.



Aġenzija Żgħażaġħ will issue the list of projects being granted funding based on the ranking order and the budget available.

All applicants will be notified of the result by email and by post. Results will also be published on the Aġenzija Żgħażaġħ website <https://youth.gov.mt> and the funding portal [www.vofunding.org.mt](http://www.vofunding.org.mt)

## 11. Appeals

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There is a 10-working day appeals period from the notification of results during which objections may be submitted in writing and delivered by hand to Aġenzija Żgħażaġħ 8:30am to 3:00pm. The CEO will then appoint an Appeals Review Board which will have the role of evaluating incoming objections and reissue the ranking list following decisions taken. The Appeals Review Board decision is final and indisputable.

## 12. Grant Agreement

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Organisations receiving grants through the BeActive scheme will be required to sign an agreement with Aġenzija Żgħażaġħ. The agreement is drawn up to outline the obligations of the beneficiary and details the financial procedures and expenses list.

In the event of any signatory changes during the project period, the organisation must notify Aġenzija Żgħażaġħ of the newly appointed individuals through the completion and signing of an addendum to the grant agreement. The template will be given with the agreement.

It should be noted that the grant amount foreseen by the agreement is to be considered as a maximum which cannot be increased in any circumstances. The amount allocated will not be in excess of the amount requested.

The acceptance of an application does not necessarily constitute an undertaking to award funding equal to the amount request by the applicant (this funding could be reduced).

A meeting with beneficiaries will be held to clearly explain all obligations and financial procedures to be followed during the implementation phase of the project.

The first tranche of payment will be paid to the organisation by January 2024.

## 13. Final and Financial Report

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- i. The amount of the final payment to be made to the beneficiary will be established on the basis of the complete final and financial report which is to be submitted by the 15th October 2024.
- ii. The template for the final and financial report given with the agreement, is to be used to describe the achievements of the project receiving funding.
- iii. All financial transactions should to be numerated and the report must be compiled in the same order that transactions are listed in the report's section. A photocopy of

all cash register fiscal receipts must be attached with the original cash register fiscal receipt.

- iv. Organisations must present approval by Aġenzija Żgħażaġh for any changes in budget and/or implementation of the project. Failure to submit this will result in the deduction of funds.
- v. Method of procurement i.e. direct or quotations should be marked on the report and all this documentation must be kept by the beneficiary for at least five (5) calendar years should the latter be requested by Aġenzija Żgħażaġh to submit the procurement documentation as part of the agency's auditing sampling tests.
- vi. Failure to submit evidence of project events and project visibility and failure to make use of the Aġenzija Żgħażaġh logo in audiovisual and published material and social media posts will result in 20% deduction from the allocated funding.
- vii. Failure to participate in Aġenzija Żgħażaġh activities without valid and approved reason will result in 20% deduction from the allocated funding.
- viii. Absenteeism without a valid and approved reason for desk checks and unavailability without a valid and approved reason for monitoring visits will result in a 20% deduction from the allocated funding.
- ix. All furnishing and fixtures should display the labels provided by Aġenzija Żgħażaġh that these were funded through Aġenzija Żgħażaġh's schemes, in the absence of, the particular item will be deducted from funding.
- x. Failure to submit all original financial documentation justifying costs incurred may and will result in deduction in funding.
- xi. If the eligible costs actually incurred by the beneficiary during the project are lower than the pre-financing payment, the beneficiary will be required to refund excess amounts already transferred under the pre-financing payment.
- xii. In all cases the beneficiaries shall abide fully with the Financial Procedures issued to beneficiaries by Aġenzija Żgħażaġh.
- xiii. If Aġenzija Żgħażaġh decides on the specified reasons outlined in the guidelines that beneficiaries should refund the funds or part of, they need to do so within the stipulated time frame set up by Aġenzija Żgħażaġh; otherwise, they will not be allowed to participate in the following year's edition, until they settle the payment due.

### 13.1 Purchasing and Receipts Procedures

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- i. Only official VAT fiscal receipts will be considered as valid and eligible for funding.
- ii. For all purchases and/or hiring of services from same supplier exceeding €500.00 VAT inclusive, three quotations are required from different suppliers.
- iii. Online purchases done through websites need to include an official fiscal receipt. It is the responsibility of the beneficiary to check before the purchase that the supplier provides an official fiscal receipt.
- iv. In order to be considered as eligible quotations, the following procedure must be followed and the below listed information must be clearly specified:
  - a) Date of issue of quotation must be within the project activity period
  - b) Quotations must be sent on the same day, bearing the same submission deadline. If hand quotations are sought, these must be collected in a time frame of two consecutive weeks.

- c) Same product description must be written on the request for quotation, otherwise the beneficiary will not be able to compare the submissions received and communicate the decision why the best offer was chosen from the submissions received. A justification explaining the reason why the selected quotation was chosen should be included in each comparative sheet analysis. In the eventuality that there is a price discrepancy between the approved and awarded quotation and the invoice received, the beneficiary is requested to write a justifiable reason; otherwise the cheaper amount will be reimbursed. At the desk check meeting the beneficiary must present all the procurement documentation to the agency's officer for vetting.
- d) Request for quote must include the specifications of the purchase but not a specific brand. Request for quote indicating a particular brand will be deemed as ineligible.
- e) For all ICT related hardware, the request for quotations should be issued with the same product specifications to all bidders. For example in case of PCs and Laptops, quotations must be issued for: specific processor type, ram size, storage size and type, display type, resolution and size so that a head-to-head comparison could be made. Failure to comply the cost will be considered as ineligible. If the beneficiary opts to get online quotations, a check list needs to be included with the comparative sheet analysis, verifying that the same product specifications have been requested. Same procedure applies to all other technical equipment.
- f) All quotations, both local and foreign must have the date of quote submission. In the absence of such, the quotation will be considered as invalid.
- g) A comparative sheet analysis of all quote submissions received must be attached with each purchase exceeding the direct order limit i.e. €500.00 VAT inclusive.
- h) In the eventuality that quotations are sent to foreign suppliers and the later informs that they do not ship to Malta, the quotation will be considered as invalid and hence, its replacement must be sought.
- i) All quotations must be in Euro currency. In the event that they are provided in a different currency, a screenshot containing the currency conversion rate of the same date must be presented.
- j) Aġenzija Żgħażaġh reserves the right to disqualify and hence retain funds if the beneficiary does not provide satisfactory selective reasons.

## 14. Visibility

- i. Any project material must include the official Aġenzija Żgħażaġh logo and a statement outlining the support being granted by Aġenzija Żgħażaġh through the Be Active fund.
- ii. Aġenzija Żgħażaġh holds the right for any materials published during the project and the organisation must ask for approval for any content developed.
- iii. It is important that the organisation acknowledges the grant received from Aġenzija Żgħażaġh in the published documentation. The acknowledgement shall be followed by a disclaimer stating that the content of the publication is the sole responsibility of the publisher and that Aġenzija Żgħażaġh is not liable for any use that may be made of the information.

## 15. Audits and Monitoring

Projects granted through the BeActive scheme may be monitored on site or through desk checks by Aġenzija Żgħażaġh at any time during the term of the grant agreement. All to-date project documentation is to be presented including evidence of project activities, participation of young people in these activities and financial documentation. Aġenzija Żgħażaġh reserves the right to request evidence of items procured through this scheme for up to five years following the grant agreement.

## 16. Data Protection

All personal data contained in the application forms and grant agreements shall be processed in accordance with the Aġenzija Żgħażaġh Data Protection Privacy Policy which is available on the Aġenzija Żgħażaġh website <https://youth.gov.mt>

### ANNEX 1

### Developing a good project under the BeActive Scheme

Below you may find further tips which may help you develop a good project:

- i. A project needs to be clear in its rationale, clearly describing the youth initiative being proposed and identifying how, and through which means it will create impact on the chosen theme/s. A BeActive project is developed by and with young people and involves young people throughout its course.
- ii. The project design should be linked to the objectives of the project, to the project outcomes and it should be clearly defined, realistic and balanced. The project design should follow the logistic of the proposed project and detail information regarding preparatory activities, the project activities and marketing activities.
- iii. To create impact is to have a strong effect on something or someone. A good project has clear and reachable goals for immediate impact of the project, and also a longer term plan for the impact it leaves on the immediate and wider community.
- iv. Project visibility is a key ingredient to successful projects. Project visibility refers to ensuring everyone involved is aware of the aim and objectives of the project and of a series of measures set in place to ensure that the project is communicated to the wider community. Hence, the application should outline the initiatives which the beneficiary will be using to raise awareness of the project. These may include information packs, promotional items, inviting journalists to observe, issuing press releases, social networking activities (online and offline). Project visibility for Aġenzija Żgħażaġh funded projects should include clear promotional value for youth participation in general. The compulsory use of the official Aġenzija Żgħażaġh logo and a statement outlining the support being granted by Aġenzija Żgħażaġh through the BeActive scheme should be included in all of the project material used for communication purposes.
- v. The application should be entirely filled in and be submitted with all the requested annexes.

These guidelines have been updated on the 11th September 2023.

## CONTACT DETAILS

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Any support regarding the use of the portal [www.vofunding.org.mt](http://www.vofunding.org.mt) and its technical use is to be sought through the **Malta Council for the Voluntary Sector (Tel: 2248 1110)**.







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