



Training Initiatives Scheme

# GUIDELINES

An Opportunity for Voluntary Organisations to improve the human resource capacity by investing in the formation and skills of Volunteers.

# 2024



Malta Council for the  
**VOLUNTARY** SECTOR



**GOVERNMENT OF MALTA**  
MINISTRY FOR INCLUSION  
AND THE VOLUNTARY SECTOR

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## 1.0 Brief of the Training Initiatives Scheme (TIS)

One of the main priorities of the Malta Council for the Voluntary Sector (MCVS) is to encourage Voluntary Organisations to invest in training and capacity building, of their members, volunteers and administrators focusing on strengthening the capability of Voluntary Organisations as part of the process of building the potential of voluntary organisations to respond to the needs of the community they serve. Through this approach organisational development aims to: (1) commit and improve management and technical skills through training (increasing knowledge), (2) change the operating procedures and/or restructuring within an organisation; (3) make the organisation effective and sustainable. Voluntary Organisations tend to be very adaptable to the societal trends leading to quick organisational growth and change. It is therefore important to ensure that there is sufficient capacity to implement changes within the organisation. This priority is aligned to the mission statement of MCVS stating:

“to support the development of a more effective and efficient voluntary and community sector in Malta and Gozo through the delivery of a range of support and capacity building services including information, advice and training.”

This can mainly be supported by providing Voluntary Organisations and volunteers with the resources and information they need, not only to do their specific volunteer position but also to be a bona fide member of the organization's team, by setting aside time for training. Many volunteers are charged with tasks that take a lot of understanding and knowledge to do properly.

Many times, well-meaning people will offer to help the organisation, but are lacking many of the skills the organisation needs most. In situations like these, when the organization needs many people with the same skills, the group might want to have some sort of formal training program. While enthusiasm for the cause is fantastic, this enthusiasm needs to be gathered and focused to truly meet the organization's objectives.

There is a lot of good work that can be done with minimal or no training. But the organisation that wants to grow and move forward doesn't really have a choice; volunteer training is an absolute necessity and a necessary building block in organisational development.



## 1.1 Objectives of the Scheme

The main objectives of the Training Initiatives Scheme (TIS) are to:

- a. Help volunteers improve their skills to undertake the voluntary work skilfully, ethically, and efficiently establishing a minimum competency that all volunteers are expected to obtain.
- b. Provide volunteers with adequate skills that may be helpful on a personal level and contribute to their personal growth, lifelong learning and enhance their Curriculum Vitae (CV).
- c. Raise the level of professionalism in the services and initiatives implemented by Voluntary Organisations within the community.
- d. Promote active citizenship by fostering social inclusion and the active participation of people from all walks of society.
- e. Promote social inclusion and well-being, mainly through the empowerment and up-skilling of individuals.
- f. Raise awareness about Voluntary Organisations, their voluntary work, and the Voluntary Sector in general.

## 2.0 Priorities, Eligibility, and Procedure of the Training Initiatives Scheme

### Priority 1 - Individual Volunteers Training Programmes

Support for individual volunteers who form part of a Voluntary Organisation in one's training which will be beneficial both to oneself, one's Voluntary Organisation, to other Voluntary Organisations and to the community at large.

### Priority 2 - Voluntary Organisations Training Programmes

Support for Voluntary Organisations in the organisation of training initiatives which are beneficial both to the same organisation, to other Voluntary Organisations and to the community at large.



## 2.1 Priority 1 - Eligibility for Individual Volunteers to participate in the scheme

a. This Priority allows Voluntary Organisations, enrolled and compliant with the Commissioner for Voluntary Organisations to nominate active volunteers to participate in the Scheme and express their wish to participate in a specific training programme, both local and overseas. Online training is also considered eligible under this call.

b. The training programme must be either related specifically to the work of the Voluntary Organisation in which one is active or related to volunteering in general.

c. The training programme shall be delivered by a qualified organisation recognized in the specific field of training.

d. The training programme eligible for funding must be not earlier than the opening date of the call and concluded by not later than 31st March of the following year from the issue of call for applications. All relevant documents are to be sent to MCVS by not later than 4 weeks from the end of the training course.

e. The scheme shall cover 100% of the participation fee in the case of local training to a maximum of €500.

f. In the case of training carried out abroad, the participant will receive a per diem allowance to cover his travel expenses (which includes accommodation, travel, and food expenses). Refer to Annex 1 for the per diem rates table. MCVS shall cover 100% of the expenses amounting up to a maximum of €1,500.

g. On applying for the scheme, the Voluntary Organisation must provide proof of the volunteer's participation in the Voluntary Organisation, experience in the field for which training is being requested and the competence to undertake such training.

h. While the Voluntary Organisation may apply for more than one person in each call for applications, only one person per VO per call shall be able to benefit under this scheme. In such case the individual ranking highest for a particular VO shall be granted the financial support under this scheme. Should there be unutilized funds under a particular call, a second beneficiary from the same VO may be considered for financial support.



i. The Voluntary Organisation shall see that the volunteer attending the training presents the following documents:

1. Minimum of 3 quotations for flights that exceed €500 - When choosing quotations, the Price / Cheapest mechanism must be utilised.
2. Invoices for training course
3. VAT receipts
4. Proof of payments (bank statements) - Cash Payments over €50 are not accepted and will not be reimbursed due to lack of audit trail. Should payments necessitate being undertaken in case or otherwise, permission should be sought from MCVS prior to the undertaking of the same transaction.
5. A detailed report of the training experience as per the template in Annex 5
6. A copy of the training material (where available)
7. A copy of the signed certificate issued
8. Publicity as per the marketing guidelines
9. Original boarding passes for training held abroad - if the boarding passes are issued online, screenshots of both the departure and arrival boarding passes is a must.

j. The volunteer attending the training programme is to undertake to share his experience within the VO nominating him and spend time within that VO. The volunteer may also be requested by MCVS to participate in other training programmes or conferences organised by MCVS to deliver a workshop session or share one's experience with other Voluntary Organisations.

k. A volunteer may be nominated for more than one application by a Voluntary Organisation but may benefit only once per calendar year.

## **2.2 Priority 2 - Eligibility for Voluntary Organisations to participate in the scheme**

a. This Scheme allows Voluntary Organisations enrolled and compliant with the Commissioner for Voluntary Organisations to participate in the Scheme and express their wish to organise a specific training programme. Priority will be given to those VOs that express their wish to organise a specific training programme.





b. The training programme must be either related specifically to the work of the Voluntary Organisation or related to volunteering in general. Note that courses which are found under Annex 2 will be provided by MCVS throughout the year. Therefore, they will not be considered eligible for funds under the Training Initiatives Scheme.

c. The training programme eligible for funding must be not earlier than the opening date of the call and concluded by not later than 31st March of the following year from the issue of call for applications. All relevant documents are to be sent to MCVS by not later than 4 weeks from the end of the training course.

d. The exact training dates must be submitted in the application. In case there is any change in the submitted dates, MCVS must be informed accordingly.

e. The training programme shall be delivered by qualified trainers recognized in the specific field of training. Trainers cannot be selected from within the organisation itself.

f. The TIS shall cover 100% of the organisational costs of the activity to a maximum of €2,500. The amount of €3,500 may be also granted in the case where a project has foreign trainers/experts involved in the delivery of the same training even if organised by a single VO. The extra sum of €1,000 can only be used for the external trainer's mobility, accommodation, and flights only.

g. On applying for the TIS the Voluntary Organisation must provide proof of its experience in the field for which training is being offered and the competence to undertake such training. The organisation must provide justification for the claimed expenses/ training initiative.

h. Each VO is only eligible to benefit for the organisation in only one activity under each call for applications.

i. The Voluntary Organisations organising the training may be requested to participate in other training programmes or Conferences organised by MCVS to deliver a workshop session or share its expertise with other VOs.

j. The Voluntary Organisation shall see that once the training is completed, it presents the following documents by not later than 4 weeks after completion date:



1. Minimum of 3 quotations for costs that exceed €500 (does not apply for trainer costs) - When choosing quotations, the Price / Cheapest mechanism must be utilised.
2. Invoices
3. VAT receipts
4. Proof of payments (bank statements) - Cash Payments over €50 are not accepted and will not be reimbursed due to lack of audit trail. Should payments necessitate being undertaken in case or otherwise, permission should be sought from MCVS prior to the undertaking of the same transaction.
5. A detailed report of the training experience as per the template in Annex 5
6. A copy of the training material (where available)
7. A copy of all signed certificates issued
8. Proof of attendance signed by all participants
9. Publicity as per the marketing guidelines
10. Original boarding passes for foreign trainers arriving in Malta - For the departing flight boarding pass, a photo of the boarding pass would suffice. If boarding passes are online, screenshots of both departure and arrival boarding passes is a must.

k. A Voluntary Organisation can collect a fee from participants of the training course, if the fee collected only covers and balances training costs. No profit shall be made from Voluntary Organisations benefiting from TIS grants for their courses.

l. Voluntary Organisations shall present any training material developed during the training programme (if applicable) developed with TIS funds to MCVS to be kept in a library and shared with other VOs.

## 2.3 Eligible Costs

a. Catering is only approved if distributed during training hours and at the same venue that the training is being held. Catering will be capped at 10% of the total amount approved.

b. Indirect costs should amount to a maximum of 5% of the total amount requested. The indirect costs represent the beneficiary's general administrative and marketing costs which can be regarded as chargeable to the project such as postage and photocopying, and leaflets, posters, and Facebook ads.

c. Trainer fees





d. Venues to conduct training / certificate awards

## 2.4 Ineligible Costs

- a. Gifts to trainers under any circumstance.
- b. During public transport hours, private taxi costs
- c. Car rentals in Malta
- d. Catering outside of training hours and outside of training venue

## 2.5 Procedure to apply and receive grants under TIS

A call shall be issued at least once a year for both priorities.

a. Should the funds not be fully utilised in the first call, MCVS may issue other calls later in the same calendar year.

b. Once the online application form is submitted on the VO Funding Portal, it is checked for eligibility as per Section 2.1 for Priority 1 and Section 2.2 for Priority 2.

c. An application will be accepted only if it:

- Is submitted via the online correct application form which is completed in full and dated.
- Shows budgetary projections in conformity with these Guidelines.
- Is accompanied by all the requested additional documentation.
- Is compiled as per stipulated deadline.

d. Following a successful eligibility check, the application is forwarded to the Evaluating Committee.

e. The application shall be assessed according to pre-established evaluation criteria (refer to Annex 3 and 4). **Priority will be given to innovative training.**

f. Further clarifications and/or information may be requested.

g. Once the evaluation is completed, MCVS will publish a ranking list in order of final mark of each application.

h. A quality benchmark of 60% needs to be obtained for training to be considered eligible for the awarding of funds.



- i. An agreement shall be drawn and signed between the successful applicants and MCVS.

## 2.6 Appeal

Unsuccessful applicants have a right to appeal within five working days of the issue of the official results on the funding portal. The procedure for submitting an appeal is to officially write in relation to the complaint, specifying the nature of the complaint and addressing the said appeal to the CEO of MCVS – Mr Mauro Pace Parascandalo. Once the appeal is received, an Appeals Board shall be convened to decide on the same appeal. The decision of the Appeals Board is final and indisputable.

## 2.7 Assessment Criteria

The Evaluation shall be carried out by the Evaluating Committee selected by the Malta Council for the Voluntary Sector. The evaluation of an application shall be based on the following characteristics of the applicant. These are listed according to specific priority:

### Priority 1 - Individual Volunteers Training Programme

- a. motivation for taking part in the training
- b. experience in the field in which training is sought
- c. competence to participate in the training
- d. innovative aspect of training
- e. potential reach once person undertakes training
- f. benefit to the Voluntary Organisation / the Voluntary Sector in general / to the community
- g. budget relation to market value / value for money

If two or more volunteers are nominated for the same course, priority will be given to the individual who has been a member with the VO for the longest period of time, provided that they are awarded the same mark.



## Priority 2 - Voluntary Organisations Training Programme

- a. Motivation and experience of the Voluntary Organisation
- b. organisational and administrative capacity to undertake the organisation of a training program
- c. experience of providing training programs, both technically and pedagogically
- d. innovative aspect of training
- e. potential reach of training program
- f. benefit to the Voluntary Organisation and the Voluntary Sector in general
- g. benefit to the community
- h. budget relation to the market value / value for money

## 2.8 Fund Allocation

The funds allocated for the call for applications under TIS for 2024 are as follows:

**Priority 1** - €10,000

**Priority 2** - €30,000

## 2.9 Payment Procedures

The successful applications supported under the TIS will be subject to a payment procedure consisting of a full reimbursement of amount, on presentation of all documents requested in Sections 2.1 and 2.2 within 4 weeks of the end of the training course.

## 2.10 Monitoring and Evaluation

In the case of Priority 2 MCVS may hold a monitoring visit, to verify compliance with the proposal of the training. The monitoring visit will be supported by a monitoring report and photos of the actions taken.

Evaluation of the final report shall be carried out for both priorities and the final balance will be settled once the report is deemed as satisfactory.



## 2.11 Information and Publicity

In order to enhance transparency regarding use of the funds, the names of the individual volunteers (Priority 1) and Voluntary Organisations (Priority 2) and the amount allocated will be published on the VO Funding Portal [www.vofunding.org.mt](http://www.vofunding.org.mt) in the page dedicated to TIS.

As part of such publicity, the Voluntary Organisations (even in the case of Priority 1) will be obliged to publicize the use of MCVS funds through at least one form of media. In both cases, the Voluntary Organisation must use the Ministry for Inclusion and Voluntary Organisations logo, the MCVS logo, and the TIS logo and give credit to MCVS and MIV for such training. In the case of Priority 2, Voluntary Organisation must use the Ministry for Inclusion and Voluntary Organisations logo, the MCVS logo, and the TIS logo and give credit to MCVS and MIV on all training related material, during the organisation of events and promotional activities.

MCVS is to be informed of the intent to hold any launches and final events pertaining to the training courses in good time, at least two months prior to any proposed date.

Once the MCVS Official responsible for the Scheme receives the request, MCVS shall discuss internally and with the Ministry for Inclusion and Voluntary Organisations to decide on the level of exposure, the possible attendance by the Hon. Minister and confirmation/change of event date.

The above is part of the obligation which falls on each beneficiary as per Marketing Guidelines.



## Annex 1 - Per Diem Allowance Sheet

The applicable daily rates of subsistence allowances (per diem allowances) are calculated to cover complete periods of 24 hours and are fixed for countries to which public officers may be sent for duty visits. The per diem allowance covers accommodation costs and subsistence allowance in respect of breakfast and two main meals, local travel, and all other incidental and sundry expenses.

**The applicable per diem allowances are set as follows (equivalent to Class B in the Public Service as per MF Circular 201/92/B dated 18th October 2017):**

COUNTRY	€	COUNTRY	€
ALBANIA	162	AUSTRIA	203
BELGIUM	218	BOSNIA & HERZEGOVINA	143
BULGARIA	204	CROATIA	162
CYPRUS	214	CZECH REPUBLIC	207
DENMARK	243	ESTONIA	163
FINLAND	220	FRANCE	221
GEORGIA	178	GERMANY	187
GREECE	200	HUNGARY	200
ICELAND	314	IRELAND	229
ISRAEL	325	ITALY	207



<b>COUNTRY</b>	<b>€</b>	<b>COUNTRY</b>	<b>€</b>
LATVIA	190	LITHUANIA	165
LUXEMBOURG	213	MONACO	269
MONTENEGRO	121	NETHERLANDS	237
NORWAY	248	POLAND	195
PORTUGAL	184	ROMANIA	200
RUSSIAN FEDERATION	226	SERBIA	142
SLOVAKIA	185	SLOVENIA	162
SPAIN	191	SWEDEN	231
SWITZERLAND	313	TURKEY	200
UKRAINE	261	UNITED KINGDOM	248





## **Annex 2 - Capacity Building Training List 2024 / 2025**

1. Management and Capacity Building
2. Project Development
3. Mental Health First Aid
4. First Aid and the use of AED
5. Funding Applications
6. Fundraising and Crowd Funding
7. Strategic Planning
8. PR and Communications

## Annex 3 - Evaluation Criteria for Priority 1

Eligibility Criteria		
	Complete Application Form	Yes / No
	Active within a Voluntary Organisation enrolled with the Commissioner for VOs & VO is compliant	Yes / No
	Training programme is related specifically to the work of the VO in which one is active or related to volunteering in general	Yes / No
	Training programme is delivered by a qualified organisation / training institution or trainer recognised in the specific field of training. Relevant proof is submitted with the application.	Yes / No
Assessment Criteria		Marks
10	Motivation for taking part in training	
15	Volunteer contributes to the organisation in the field in which training is sought	
15	Competence to participate in the particular training	
10	Innovative aspect of training	
10	Potential reach once person undertakes training	
20	Budget relation to market value / value for money	
20	Benefit to the VO / VO Sector in general / community (where applicable)	

## Annex 4 - Evaluation Criteria for Priority 2

Eligibility Criteria		
	Complete Application Form	Yes / No
	Enrolled and compliant with the Office of the Commissioner for Voluntary Organisations	Yes / No
	Training programme is delivered by a qualified organisation recognised in the specific field of training	Yes / No
	Training programme is related specifically to the work of Voluntary Organisation in which one is active or related to volunteering in general	Yes / No
Assessment Criteria		Marks
10	Motivation for organising the training	
15	Organisational and administrative capacity to undertake the organisation of a training	
10	Experience of providing training, both technically and pedagogically	
10	Innovative aspect of the training	
10	Potential reach of training programme	
10	Benefit to the VO / VO Sector in general	
15	Benefit to the community	
20	Budget relation to market value / value for money	



# Annex 5 - Training Experience Report Template

## TIS: Experience Report

(To be presented not later than 4 weeks after the training has been conducted)

### Part I. Training Identification

**Training Reference Number** - Please insert the reference number as indicated in your commitment letter

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**Name of the Beneficiary** - Please indicate the name and acronym of the beneficiary organisation / individual

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**Title of the Training Course** - Please indicate the name of the Training Course conducted

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**Duration of Training** - Please indicate the total duration of the training.

Start Date of the Training:

End Date of the Training:

#### Introduction

- Provide some background on the training topic.
- Outline the issues that motivated this training.

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## Annex 5 - Training Experience Report Template .. cont

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### Training Objectives

- Outline the general aims of the training and the skills / knowledge gained from the training.

### Training Content

- Provide details of how the training was conducted.
- Provide details of the program and what the training consisted of.
- Provide details on the number of participants that attended the course (if applicable)



# Annex 5 - Training Experience Report Template .. cont

<b>Evaluation and Conclusion</b>
<ul style="list-style-type: none"> <li>- Provide details of the outcome of the training.</li> <li>- Explain how the beneficiary will benefit from this training.</li> </ul>
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## Part III: Financial Report

<b>Itemised Costs</b> - Please provide a list of expenses incurred for this training	
<b>Item</b>	<b>Cost (in Euro (€))</b>
<b>TOTAL</b>	
<b>Reimbursement requested under TIS</b>	