



GOVERNMENT OF MALTA
MINISTRY FOR INCLUSION
AND THE VOLUNTARY SECTOR



komunitajiet
aktar inklussivi

GUIDELINES

March
2024

Guidelines

1. Aim

The aim of this fund is two-fold:

- a. promoting volunteering across local communities, and
- b. fostering a culture of inclusion.

This scheme is designed to assist Applicants with the execution of a project / initiative to build stronger communities where everyone has an opportunity to thrive.

This should focus on the involvement of youths, adults, senior citizens and/or disabled people to come together for a project / initiative that addresses either the National Disability Strategy or the National Strategy for Volunteering, and so serving as an opportunity to make a real difference to the local community.

2. Eligible applicants

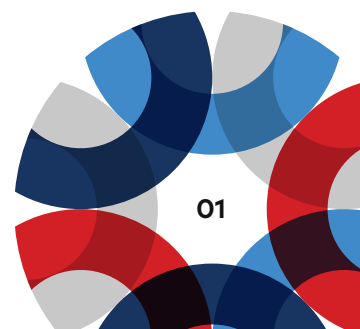
- a) The Applicant must be a Voluntary Organisation which is enrolled and compliant with the Commissioner for Voluntary Organisations by the deadline of the submission of the e-applications;
- b) The project should be innovative and not a repeat of previously approved projects either by the same organisation or any other government funding body. E.g. The installation of an audiovisual system for live-streaming of activities, or the purchase of other equipment, is considered as one project and top-ups to it are not eligible through this scheme;
- c) Registered Voluntary Organisations which currently have an active Public Social Partnership (PSP) agreement with the Government of Malta are not eligible to apply under this Scheme.

3. Number of applications

A compliant Voluntary Organisation **may only submit one (1) application** in only one of the listed General Priorities by the given deadline.

4. Duration of project

Maximum of twelve (12) consecutive months from signing of agreement.



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5. General Priorities for projects and initiatives

a) The Applications must address either:

i. Malta's 2021-2030 National Strategy on the Rights of Disabled People

The key aim of this Strategy is to provide a roadmap for the Maltese disability sector leading up to 2030, the target year for achievement of the UN's Sustainable Development Goals. To this effect, this Strategy covers different fields that in one way or other, directly or indirectly have a ripple effect on disability. A set of 13 cross-cutting Objectives were developed. One important element to highlight, although mentioned again in certain specific Actions within this Strategy, is the Convention's underpinning principle of 'Nothing About Us, Without Us'. No action, no matter how large or small, can be performed appropriately, or could have any legitimacy, if it is not designed by and for disabled people, and with them at the very core of the steps resulting from such work.

Applicants are to clearly outline how their project/initiative adheres to and contributes to the implementation of the National Strategy on the Rights of Disabled People.

This Strategy is accessible by clicking on this link -

<https://inclusion.gov.mt/wp-content/uploads/2023/04/Disability-Doc-ENG-SEP-21.pdf> (EN).

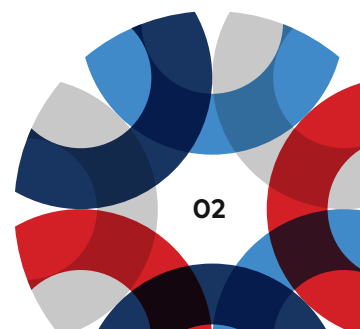
ii. National Strategy for Volunteering 2020 – 2025

The National Strategy stands on three pillars: community reality, national framework, and government policies. This is aimed at strengthening the volunteering sector through capacity building, partnerships and recognition, and encouraging the involvement of civil society in an inclusive manner, promotes equal opportunities and active citizenship and strengthens inter-sectoral ties, all of which are a reflection of the strategic objectives.

Applicants are to clearly outline how their project/initiative adheres to and contributes to the implementation of the National Strategy for Volunteering 2020-2025.

This Strategy is accessible by clicking on this link -

<https://maltacvs.org/wp-content/uploads/2020/02/National-Strategy-on-Volunteering-2020-2025-Report-Rivedut-min.pdf>



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- b) Project proposals are to be based on one of the following categories:
- i. Awareness projects and/or initiatives with the involvement of Disabled People / Children / Youths / Adults / Senior Citizens
 - ii. Participatory projects and/or initiatives with the involvement of Disabled People / Children / Youths / Adults / Senior Citizens
 - iii. Education / Learning initiatives with the involvement of Disabled People / Children / Youths / Adults / Senior Citizens
- c) All proposals submitted must be aligned with **at least one (1) objective contained within one of the two strategies**. Specific reference to the objective being addressed by the project/initiative should be mentioned in the proposal.
- d) Applications addressing any additional objectives will be allocated additional marks at evaluation stage.

6. Exclusion criteria

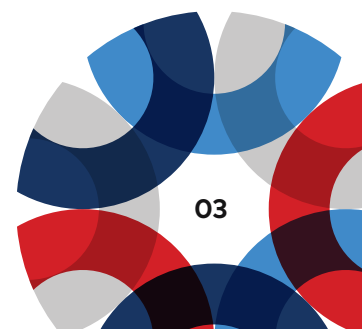
- a) The project proposal is or has been granted through another EU / National fund.
- b) The project / initiative is purely a fundraising event.
- c) If the organisation proposes the same project as in previous years, or a repetitive project that has been funded through other funds, it will be automatically considered ineligible, as per clause 2(b).
- d) Does not observe any of the eligible criteria.

7. Selection criteria

The selection criteria enable the Evaluation Board to assess the applicant's financial and operational capacity to complete the proposed project.

- a) Financial capacity** – This means that the applicant has stable and sufficient funding to maintain its activity throughout the project. The Board will consult with the Office of the Commissioner for Voluntary Organisations (OCVO) with regard to the latest financial returns submitted prior to the opening of the call.

If, on the basis of the above, the Applicant is not considered compliant by the OCVO, the Evaluation Board shall reject the application.



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- b) Operational capacity** – This means that the applicant must show that it has the necessary human resources, skills, competencies, and motivation to complete the project. This constitutes a specific section of the e-application form.
- c) Timeliness** – This means that the applicant must submit a forecast implementation plan of the project including preparation (containing any required permits), actual implementation, marketing and closing of project across a twelve (12) month period from signing of Grant Agreement.
- d) Permits for infrastructural projects** – The applicant shall declare whether any planning permits are required for the successful implementation of the project. Should any planning permits be required, the applicant shall produce an endorsement letter from the Commission for the Rights of Persons with Disability (CRPD) stating that it does not object to the project as presented and that it is accessible to all.

In the absence of CRPD's endorsement, the Applicants must apply to the Commission's Test of Reasonableness Board (TORB) before applying for the funds.

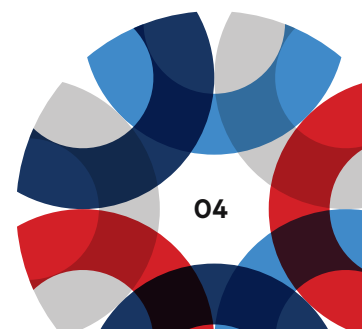
8. Award criteria

The award criteria are indicators that allow the Evaluation Board to evaluate the quality of projects and/or initiatives submitted for grants. Based on these criteria, grants will be awarded to those projects which are aligned to and maximise the overarching objectives of the Scheme.

The award criteria indicated in Annex 1 of these Guidelines describe exactly which elements will be taken into consideration to assess the quality of the project.

9. Funding available

- a) The total amount allocated under the Scheme for 2024 is of €250,000.
- b) Every project may be granted up to ten thousand euro (€10,000) incl. VAT.
- c) At least **three (3) quotations from suppliers of goods or services are to be included with the project proposal**, in respect of every stated expense that exceeds the sum of one hundred euro (€100).



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10. Selection and Payment of Grant

- a) Applications submitted shall be evaluated through an Evaluation Board.
- b) The Evaluation Board has the right to request further documentation from the Applicant, after the submission of a Project Proposal by the Applicant. If this is not submitted by the deadline stipulated by the Board, the application may be automatically rejected by the same Board.
- c) The Evaluation Board may decide that the funds granted are less than those requested by the Applicant. In such case, the Applicant is to accept to continue with the proposed project.
- d) If the Evaluation Board accepts a project proposal, it is allocated fifty percent (50%) of the total expenses approved for the project proposal, prior to its commencement.
- e) The remaining fifty percent (50%) of the total expenses approved, shall be given once the project proposal has been completed, and subject to:
 - i Submission of interim and final project report as per template provided;
 - ii Presentation of original fiscal receipts covering the total amount approved;
 - iii The Evaluation Board is satisfied that the Project Proposal was carried out according to the original application as approved and subject to onsite inspection by the Board;
 - iv The Project Proposal is completed by the Applicant within a period of twelve (12) months from the date of signing of Grant Agreement.
- f) The pre-financing amount of fifty percent (50%) of the approved project amount shall be transferred to the successful Applicant upon signature of a Grant Agreement between the Ministry for Inclusion and the Voluntary Sector, hereinafter referred to as MIV, and the Applicant, and according to the terms and conditions in the mentioned Grant Agreement.
- g) The remaining fifty percent (50%) shall be transferred after the Evaluation Board decides that the criteria in Article 10 (e) above are fulfilled.
- h) If the project proposal is not implemented according to the guidelines provided by the Evaluation Board, a recovery of the 50% pre-financing amount shall be effected.
- i) If the project proposal is not implemented within the stipulated timeframe, the Evaluation Board has the discretion not to transfer the remaining amount of the approved project expenses without prejudice and may recover the 50% pre-financing amount.

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11. Application Form, Submission and Queries

- a) The application form is available in both Maltese and English versions and can be accessed through <https://vofunding.org.mt>.
- b) Applications for Proposed Projects for financing under the Komunitajiet Aktar Inklussivi Scheme 2024 are to be submitted **only online** through the above link.
- c) E-applications must include a detailed estimated budget (included in the e-application form) in which all prices are given in Euro (€).
- d) Any e-application which exceeds the maximum limits will not be automatically excluded but will be scaled down within the limits set by the Guidelines.
- e) Applications that do not follow these Guidelines, or which lack information requested on the Application Form, shall be rejected.
- f) Applications are to be submitted online by **3rd May 2024**. Late applications will not be considered.
- g) Any queries in respect of this Scheme should be sent by email to skemi.miv@gov.mt.

12. Branding / Publicity

- a) Apart from measures foreseen for the visibility of the project and for the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for a granted project. Beneficiaries must clearly acknowledge the Ministry for Inclusion and the Voluntary Sector and the Komunitajiet Aktar Inklussivi Scheme 2024 in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used.
- b) This must be done according to the following instructions:
 1. Use of the Ministry for Inclusion and the Voluntary Sector and the **Komunitajiet Aktar Inklussivi Scheme 2024** logos;
 2. Use of disclaimer stating the following: "This project has been funded through the **Komunitajiet Aktar Inklussivi Scheme 2024** managed by the Ministry for Inclusion, and the Voluntary Sector".
- c) Post-project completion, all branding must remain on materials used, both virtual (e.g. websites / social media) and physical (e.g. booklets / premises / equipment).
- d) The project inauguration date should be discussed with the Ministry for Inclusion and the Voluntary Sector two months in advance.
- e) If these provisions are not fully complied with, the beneficiary's grant may be reduced.

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13. Data Protection

- a) All personal data contained in the e-application form and grant agreement shall be processed in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act (Chapter 586 of the Laws of Malta).
- b) This data will be processed solely in connection with the implementation and evaluation of the Komunitajiet Aktar Inklussivi Scheme 2024, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit appointed by the Ministry for Inclusion and the Voluntary Sector, and/or the Ministry of Finance, through which the funds for the Komunitajiet Aktar Inklussivi Scheme 2024 are made available.

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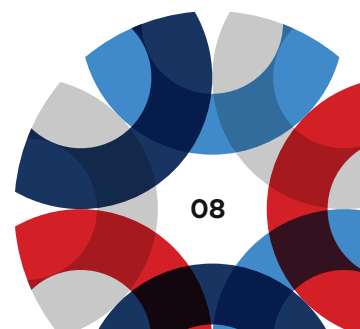
Annex 1 – Eligibility, Selection and Award Criteria for applications received for Komunitajiet Aktar Inklussivi Scheme 2024

1) Eligibility Criteria

Complete e-application form	Yes/No
Applicant is a VO enrolled and compliant with the OCVO by application deadline	Yes/No
Applicant VO has an active PSP Agreement with the Government of Malta	Yes/No
Applicant applies for only one project under the scheme	Yes/No
Project is innovative and not a repeat of previously approved projects either by the same organisation or any other government funding body	Yes/No
Project is a continuation / a new phase of another project	Yes/No
Maximum project duration is 12 months	Yes/No

2) Selection Criteria

Financial capacity confirmed according to OCVO financial return compliance	Yes/No
Submit operational capacity plan	Yes/No
Submit project action plan / timelines	Yes/No
Any permits required for the project	Yes/No
Submit proof that permit process started	Yes/No



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3) Award Criteria

Overall clarity of the application form	5
Relevance toward objectives of the scheme	5
Addressing the National Disability Strategy and/or the National Strategy for Volunteering	20
Operational capacity of applicant to implement project / initiative	10
Action plan / project timelines	10
Presentation of proposed budget breakdown (itemised)	10
Proposed project publicity / marketing	5
Involvement of disabled people, children, youth, adults, senior citizens	10
Involvement of other stakeholders	5
Previous funding experience in other Local Schemes	5
Overall level and quality of application content and methodology	15
Total Marks	100

