

The logo for the Voluntary Organisations Project Scheme (VOPS) is displayed in a white circle with a purple border. The letters 'vops' are in a lowercase, bold, purple font.

Voluntary Organisations Project Scheme



Voluntary Organisations
Project Scheme 2025

**STEP BY STEP GUIDE
TO THE BUDGET SECTION
OF THE APPLICATION**



Malta Council for the
VOLUNTARY SECTOR



GOVERNMENT OF MALTA
MINISTRY FOR INCLUSION
AND THE VOLUNTARY SECTOR

Please ensure to list ALL items and services to be used during the project together with the estimated cost.

1. Grant requested from the Small Initiatives Support Scheme

Amount requested from the Small Initiatives Support Scheme (minimum €1,000 up to a maximum of €5,000) € 5000

2. Direct Costs - Please state clearly all type of estimated costs
Please state clearly all type of estimated costs. Any changes to this should be communicated with MCVS.

A. Expenses linked to Preparatory/ Activity € 0

Add item

B. Hospitality costs limited to a maximum of 10% of the total direct costs € 0

Add item

C. Marketing costs limited to a maximum of 15% of the total direct costs € 0

Add item

D. Staff costs limited to a maximum of 15% of the total direct costs € 0

Add item

E. Infrastructure costs limited to a maximum of 25% of the total direct costs € 0

Add item

Total direct costs € 0

F. Indirect Costs

(i) Other estimated expenses linked with the project implementation (administration, local transport, postage, photocopying etc); not exceeding 5% of the Total Direct Costs €

3. Grand Total (100%) € 0

Save Changes Validate and Save Changes

Please note you are required to fill in the first box '**Amount Requested**' which is the total sum requested.

As shown in the picture, the maximum amount is €5,000.

Fill in each box from A to F in sequence, the total of which needs to match the total request in Question 1.

Please ensure to list ALL items and services to be used during the project together with the estimated cost.

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Amount requested from the Small Initiatives Support Scheme (minimum €1,000 up to a maximum of €5,000)

€ 5000

2. Direct Costs – Please state clearly all type of estimated costs.

Please state clearly all type of estimated costs. Any changes to this should be communicated with MCVS.

A. Expenses linked to Preparatory/ Activity

€ 0

Add item

2. Direct Costs – Please state clearly all type of estimated costs.

Please state clearly all type of estimated costs. Any changes to this should be communicated with MCVS.

A. Expenses linked to Preparatory/ Activity

€ 0

Please describe the item, eg. Billboard

€ Enter an amount

Remove

Add item

2. Direct Costs – Please state clearly all type of estimated costs.

Please state clearly all type of estimated costs. Any changes to this should be communicated with MCVS.

A. Expenses linked to Preparatory/ Activity

€ 5000

Service

€ 5000

Remove

Add item

As shown in picture A, kindly click the **'Add Item'**.

This will open a new **'Describe'** and **'Amount'** box. This will show under each section, as seen in picture B.

Please input the required information as shown in picture C. This is **required** for every type of cost, **even if the amount is €0.**

B. Hospitality costs limited to a maximum of 10% of the total direct costs	€		
→ n/a	€	0	Remove
			Add Item
C. Marketing costs limited to a maximum of 15% of the total direct costs	€		
→ n/a	€	0	Remove
			Add Item
D. Staff costs limited to a maximum of 15% of the total direct costs	€		
→ n/a	€	0	Remove
			Add Item
E. Infrastructure costs limited to a maximum of 25% of the total direct costs	€		
→ n/a	€	0	Remove
			Add Item
Total direct costs	€	5000.00	
F. Indirect Costs			
(i) Other estimated expenses linked with the project implementation (administration, local transport, postage, photocopying etc); not exceeding 5% of the Total Direct Costs	€	0	
3. Grand Total (100%)	€	5000.00	

Save Changes

Validate and Save Changes

As per picture, if you **do not have any costs** such as ‘**Hospitality**’, ‘**Marketing**’, ‘**Staff**’ and ‘**Infrastructure**’, you are still required to indicate as shown in the picture.

For ‘**Indirect Costs**’ input the **amount of €0** if there are none.

After you have filled these in, you may click the ‘**Validate and Save Changes**’.

Small Initiatives Support Scheme 2025 - Application Form

Project Identification

Export as PDF

Applicant Identification

Previous Funding Experience

Project Summary, Objectives and Priorities

Project Description

Budget (Annex III)

Please ensure to list ALL items and

1. Grant requested from the Sma

Amount requested from the Sma
maximum of €5,000)

2. Direct Costs – Please state cle
Please state clearly all type of es

A. Expenses linked to Preparatory/ Activity

Service

B. Hospitality costs limited to a maximum of 10% of the total direct costs
This field is required.

n/a

C. Marketing costs limited to a maximum of 15% of the total direct costs
This field is required.

n/a

D. Staff costs limited to a maximum of 15% of the total direct costs



Validation Errors

Please double check your application
and fix the errors marked with red.

OK

Once you have clicked the **‘Validate and Save Changes’** it will give an error as shown in the example picture. **To fix this** you will be required to **remove** the N/A services, shown in the next step.

B. Hospitality costs limited to a maximum of 10% of the total direct costs
This field is required.

€

n/a € 0 Remove Add Item

C. Marketing costs limited to a maximum of 15% of the total direct costs
This field is required.

€

n/a € 0 Remove Add Item

D. Staff costs limited to a maximum of 15% of the total direct costs
This field is required.

€

n/a € 0 Remove Add Item

E. Infrastructure costs limited to a maximum of 25% of the total direct costs
This field is required.

€

n/a € 0 Remove Add Item

Total direct costs € 5000

F. Indirect Costs

(f) Other estimated expenses linked with the project implementation (administration, local transport, postage, photocopying etc); not exceeding 5% of the Total Direct Costs

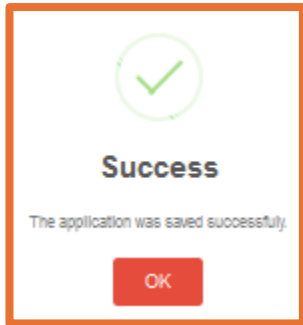
€ 0

3. Grand Total (100%) € 5000

Save Changes

Click the **Remove** button and you will see the €0 move in the above box.

Kindly input in the **Indirect Costs** **€0** and click the **Validate and Save Changes** box.



Budget (Annex III)

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€ 5000

2. Direct Costs – Please state clearly all type of estimated costs.

Please state clearly all type of estimated costs. Any changes to this should be communicated with MCVS.

A. Expenses linked to Preparatory/ Activity

€ 5000

Service € 5000 Remove

Add Item

B. Hospitality costs limited to a maximum of 10% of the total direct costs

€

n/a € 0 Remove

Add Item

C. Marketing costs limited to a maximum of 15% of the total direct costs

€

n/a € 0 Remove

Add Item

D. Staff costs limited to a maximum of 15% of the total direct costs

€

n/a € 0 Remove

Add Item

E. Infrastructure costs limited to a maximum of 25% of the total direct costs

€

n/a € 0 Remove

Add Item

Total direct costs

€ 5000

F. Indirect Costs

(f) Other estimated expenses linked with the project implementation (administration, local transport, postage, photocopying etc); not exceeding 5% of the Total Direct Costs

€

3. Grand Total (100%)

€ 5000

Save Changes

Validate and Save Changes

This will give you the **Success** dialogue box as shown. And the **Budget** will look as shown.