

Voluntary Organisations Project Scheme (VOPS) - Documents Checklist

PART A: At Application Stage

At Application stage:

- A complete e-application form submitted through the VO Funding portal www.vofunding.org.mt according to the eligibility criteria set in the respective VOPS Guidelines
- A copy of the latest Bank Statement of the organisation's main account as of the last month prior to the opening of the call. The bank Statement shall clearly indicate the name of the Voluntary Organisation and the date.
- In the case of Action 2: prove that the premises is owned by the Organisation or have a leasing agreement of at least ten (10) calendar years.

PART B: Project Approved

In the case where the Grant has been approved under the VOPS, the following are to be submitted prior to the signing of the Grant Agreement:

- Detailed budget - this is to be approved by the official acting on behalf of the Scheme.
- Organisation Details/ Bank details (Full VO premises Address, Name of Bank, IBAN number)
- Legal representative signing grant agreement detail (Name, surname, ID number, position within VO)
- In the case of Action 2: Planning Permits in case they are required

PART C: Project Awarded

Once the Grant has been approved a quarterly report is to be submitted within 3 months of starting of project, and the interim report is to be submitted halfway through the project. At the closure of the project, a final report is to be submitted.

How to present the Quarterly/ Interim / Final Report

1. Report template (Signed by the signatory of the Grant Agreement)
2. Updated Budget Breakdown
3. Bank Statements (Marked according to Expense List)
4. Copy of cheque (If payments were made by cheque)
5. For every purchase:
 - a. Receipt
 - b. Invoice
 - c. Quotes
 - d. Proof (photos, screenshots, descriptions, physical merchandise)
6. Other Marketing Material and Proof of project

Invoices

- Invoice date that falls within the Project period
- Invoice amount
- Details of the Company
- Invoice addressed to the VO
- VAT Number
- For flights, there should be the boarding passes

Original Receipts (tax invoices are also accepted)

- Receipt date that falls within the Project period
- Receipt amount
- Receipt addressed to the VO
- Make photocopies of cash register receipts
- Details of the Company
- VAT Number
- See that the date on the receipt is later than the date on the quotes

Direct Orders (under EUR500 and not more than total of EUR2,000)

- Invoice and Receipt amount
- Invoice date that falls within the Project period
- Invoice & Receipt addressed to the VO
- Receipt amount
- Receipt date that falls within the Project period

✉ Quotations (EUR500 - EUR4,999.99)

- Details of the Company
- VAT Number
- Contact and receive at least 3 potential suppliers
- Cheapest compliant quotation needs to be chosen (to fill in comparative bid analysis document)
- Quotation amount - to be itemised or total amount shown
- Quotations' dates fall within the Project period
- See that the date on the quotes is earlier than the date on the receipt

✉ Call for Quotes (EUR5,000 - EUR9,999.99)

- The published call on the government gazette
- Evidence of informing at least 5 prospective suppliers
- DOI Receipt (if not submitted by MCVS)
- Internal Evaluation of Quotes (to fill in comparative bid analysis document)
- Results & communication with bidders
- Agreement / Contract with the successful bidder

✉ Tenders (EUR10,000 - EUR144,000)

- The published call on the government gazette
- Evidence of informing at least 5 prospective suppliers
- DOI Receipt (if not submitted by MCVS)
- Internal Evaluation of Tender
- Results & communication with bidders
- Agreement / Contract with the successful bidder
- If not cheapest chosen, a justification letter should be provided

✉ Proof of Payment

- Individual bank transaction/ copy of cheque
- Full bank statement of all transactions

✉ Staff (Costs relating to Project management only, up to a maximum of 10% of the allocated total direct costs.)

- previously employed with the same organisation:
 - Jobs plus history
 - Contracts
 - Pay slips
- NOT** employed with the same organisation:
 - Procurement Procedures (open call for applications)
 - VAT Receipt
 - Contract

✉ **Marketing** (According to the latest MCVS Marketing Guidelines)

- Use of the MCVS, VOPS logos and Ministry logos
- Use of credits
- Use of disclaimers in printed and online publications
- The font Arial must be used when adding the credits and disclaimer
- Social media posts published according to the latest MCVS Marketing Guidelines
- The MCVS and Ministry are to be tagged on social media

✉ **Events**

- The MCVS informed about the event eight weeks prior

IMPORTANT to check the start and End date of the project