



Musical Tuition  
for Young People  
in Band Clubs

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Your guide to Funding Rules  
2025



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## Musical Tuition for Young People in Band Clubs Your guide to Funding Rules 2025

### PART A

## GENERAL INFORMATION

### 1. Introduction

The Musical Tuition for Young People in Band Clubs is a funding scheme 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, with the collaboration of the Malta Band Clubs Association.

Aġenzija Żgħażaġh is issuing a call for proposals under the Musical Tuition for Young People in Band Clubs scheme on a first-come, first-served basis. The following guidelines are available on the Aġenzija Żgħażaġh website (<https://youth.gov.mt>) and the funding portal ([www.vofunding.org.mt](http://www.vofunding.org.mt)). They constitute an integral part of the proposal.

#### 1.1 Aim

Band Clubs in various localities around Malta and Gozo provide young people with the opportunity to learn and develop their musical skills without payment. The main aim behind this scheme is to provide financial assistance to local Band Clubs to come up with proposals which:

- (i) encourage young people aged up to 30 years (by end 2025) to start or continue musical tuition.
- (ii) forsee a music tuition programme which provides for instrument practice, music theory and aural training.

This is to be achieved only through:

- (i) the purchasing of musical instruments<sup>1</sup> and musical accessories<sup>2</sup> for music school, and
- (ii) tuition services to young people.

<sup>1</sup> Including instruments such as cor anglaise, oboe, bassoon etc.

<sup>2</sup> Including mouthpieces, reeds (*qasab*), mutes, music stands (*lejġji*), lights for music stands, drum sticks, harness and instrument cases/covers.

## 2. Budget Allocation

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The funds allocated for this scheme will be €80,000. The grant amount shall cover 100% of the eligible costs up to a maximum of €2,500 (including VAT).

## 3. When and Where to apply

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E-applications must be submitted to Aġenzija Żgħażaġh via the online portal: [www.vofunding.org.mt](http://www.vofunding.org.mt)

The e-application opens at noon on the 13th January, 2025 and remains open until the funds are exhausted or until the 20th January, 2025, whichever comes first. E-applications will be processed and ranked on a first-come, first-served basis, subject to the availability of funds. This process ensures fairness and transparency in the selection of successful applicants.

Band Clubs are strongly advised to submit their applications before the last day since internet connection problems or other technical problems could lead to submission issues. Aġenzija Żgħażaġh cannot be held responsible for any delay due to such difficulties. Early submission is a sign of responsibility and proactiveness on the applicant's part. Applications will be closed once funds are exhausted.

PART B

## Eligibility

## 4. Eligibility Criteria

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Band Clubs have to:

- 4.1 Provide a service to young people between 13 and 30 years of age.
- 4.2 As per L.N. 372 of 2012, it must be officially registered as a Voluntary Organisation with the Commissioner for Voluntary Organisations as of the date of application.
- 4.3 Be active members of Malta Band Clubs Association.
- 4.4 Submit only one e-application per Band Club.
- 4.5 Submit projects to be implemented between the 24th February, 2025 and the 30th September, 2025.
- 4.6 Submit all information required at the point of e-application.
- 4.7 Have an active bank account registered under the Band Club's name.
- 4.8 Submit budget requests directly linked to this scheme's aim, as the e-application form outlines.

## 5. Exclusion Criteria

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- 5.1 E-applications submitted by Band Clubs who are declared non-compliant with L.N. 372 of 2012 by the Office of the Commissioner for Voluntary Organisations at the time of application.
- 5.2 E-applications submitted by Band Clubs who have not honoured grant agreements with Aġenzija Żgħażaġh within the past five years.

- 5.3 E-applications submitted by Band Clubs who are not registered members of the Malta Band Clubs Association.
- 5.4 E-applications containing less than the complete information requested by the application and in these Guidelines.

## 6. General Procedures

E-applications will be processed according to the following procedures:

- 6.1 Applicants must adhere to the requirements outlined in the application form.
- 6.2 Applicants are responsible for submitting all required information accurately.
- 6.3 If the scheme criteria are met and all requirements are fulfilled, successful applicants will be invited to sign a Grant Agreement, contingent upon fund availability. Results will be published on the Aġenzija Żgħażaġh and Malta Council for the Voluntary Sector websites.
- 6.4 When applicants are not compliant or eligible, or funds are not available, a letter of rejection stating the reason for rejection will be sent to them

## 7. Timeline of Scheme

- 7.1 Aġenzija Żgħażaġh launches the scheme in November, 2025.
- 7.2 Applications open at noon on the 13th January, 2025 through the VO Funding Portal.
- 7.3 Band Clubs submit applications through the VO Funding Portal.
- 7.4 Applications close as soon as funds are exhausted or at noon on 20th January, 2025, whichever comes first.
- 7.5 Aġenzija Żgħażaġh receives the list of applications from MCVS.
- 7.6 Aġenzija Żgħażaġh performs an eligibility check on all applications.
- 7.7 Aġenzija Żgħażaġh announces the results subject to available funds, in order of submission by no later than the 17th of February, 2025.
- 7.8 Successful applicants are invited to sign a Grant Agreement on 24th February, 2025.
- 7.9 Successful applicants are invited to attend an information meeting.
- 7.10 Disbursement of 50% of the funds requested.
- 7.11 Aġenzija Żgħażaġh organises the Grant Award Ceremony for all beneficiaries.
- 7.12 Implementation of the scheme as per the project dates.
- 7.13 Beneficiaries can attend walk-in meetings for any questions or clarifications regarding the implementation of the project during specific dates in March and April 2025. Exact dates will be communicated at a later stage.
- 7.14 Monitoring meetings are held with beneficiaries in April/May 2025.
- 7.15 Beneficiaries can attend walk-in meetings for any questions or clarifications regarding the implementation of the project during specific dates in July 2025. Exact dates will be communicated at a later stage.
- 7.16 Beneficiaries are invited to attend walk-in sessions in September 2025 for review of the final and financial reports.

- 7.17 Projects must be implemented by the 30th September, 2025, while submission of the final and financial report is due by no later than the 15th October, 2025.
- 7.18 Evaluation of the final and financial reports.
- 7.19 Disbursement of the remaining eligible funding.

## ■ 8. Disbursement Procedures

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Successful applications receive an allocation of 100% of eligible costs proposed up to a maximum of €2,500, contingent upon availability of funds. Disbursement will follow the procedures below:

- 8.1 Applicants need to sign the Grant Agreement electronically within a stipulated timeframe.
- 8.2 Applicants must have an active bank account registered under the Band Club's name. The Band Club is responsible for ensuring that the bank details submitted with the application refer to the bank account where funds will be disbursed.
- 8.3 50% of the grant approved will be transferred to the Band Club's bank account upon agreement signing.
- 8.4 50% of the grant, or the balance of the eligible final expenses submitted with the Final and Financial report, will be transferred to the Band Club's bank account by the end of December 2025.
- 8.5 It is the responsibility of the Band Club to submit the Final and Financial report giving evidence that the project was implemented as per Grant Agreement by not later than 15th October, 2025. Disbursement will only be given for items identified in the application. It will not be possible to change the expenses referenced in the application. Refer to section 10 for ineligible expenses.

## ■ 9. Obligations of the Beneficiary Awarded the Funding Scheme

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For the project, the Band Club needs to:

- 9.1 Implement the project as per approved application within the project period.
- 9.2 Present a final and financial report showing the following:
  - 9.2.1 A printout of the approved budget, extracted from the application.
  - 9.2.2 Full justification of incurred costs, including VAT receipts.
  - 9.2.3 Outputs of achievements.
  - 9.2.4 Attendance of young people participating in tuition/music classes.
  - 9.2.5 A clear outline of visibility and dissemination measures for each project outcome.
- 9.3 Participate in the Grant Award Ceremony and in one other event organised by Aġenzija Żgħażaġh.

## ■ 10. Ineligible Expenses

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Applicants are to take note of the following ineligible expenses under the Musical Tuition for Young People in Band Clubs scheme:

- 10.1 Expenses covered by other Government or European Union funding schemes.



- 10.2 Staff costs.
- 10.3 Utility bills.
- 10.4 Transport-fuel charges.
- 10.5 Expenses that are not included and justified by the budget submitted in the application.
- 10.6 Expenses not incurred during the project's time frame stipulated in the agreement.
- 10.7 Expenses that are not identifiable, verifiable, and supported by original fiscal receipts and documentation.
- 10.8 Expenses related to travel.
- 10.9 Purchase of mobile phones and top/up cards.
- 10.10 Band players' services
- 10.11 Expenses that do not cover musical instruments and accessories thereof, or tuition services to young people.

## 11. Appeal Process

Applicants who wish to appeal the rejected application submitted by their Band Club must submit a written objection letter addressed to the Chief Executive Officer and deliver it by hand to Aġenzija Żgħażaġh Head Office St. Joseph High Road Santa Venera SVR 1013 from 08.30 to 15:00 hours within ten working days from the results' date. The letter should contain a statement by the Band Club explaining the reason for objecting to the decision. Only appeals submitted by the deadline will be considered.

## 12. Data Protection

All personal data contained in the e-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 [youth.gov.mt](http://youth.gov.mt)

## 13. Technical Support

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).

### CONTACT DETAILS

<b>Address:</b>	Aġenzija Żgħażaġh St Joseph High Road, Santa Venera SVR 1012
<b>Website:</b>	<a href="http://youth.gov.mt">youth.gov.mt</a>
<b>Tel:</b>	9978 7234
<b>Contact Person:</b>	Maria C. Borg
<b>Email:</b>	<a href="mailto:maria-carmela.borg@gov.mt">maria-carmela.borg@gov.mt</a>

**Detalji tal-Proġett**

Isem tal-għaqda volontarja	
Tul tal-proġett:	24 ta' Frar 2025 – 30 ta' Settembru 2025
Ammont tal-flus mitluba	

**A. Detalji tal-għaqda volontarja**

Isem tal-għaqda volontarja	
Numru tal-għaqda volontarja	
Indirizz	
Kodiċi postali	Pajjiż
Telefon	Indirizz elettroniku

**Rapreżentant Legali** (Il-persuna responsabbli għall-iffirmar tad-dokumentazzjoni u li tirrapprezenta lill-għaqda)

Isem	Kunjom
Numru tal-karta tal-identità	Požizzjoni
Indirizz Elettroniku	Telefon / Mobile

**Persuna Responsabbli mill-Proġett** (Il-kuntatt primarju tal-Aġenzija Żgħażaġħ u l-persuna responsabbli għall-implimentazzjoni tal-proġett f'isem l-għaqda)

Isem	Kunjom
Požizzjoni	Indirizz Elettroniku
Telefon / Mobile	

**Detalji tal-Bank**

Isem tal-Bank	
Numru lal-Kont Bankarju	
Indirizz tal-Bank	
IBAN	
BIC	

## B. Deskrizzjoni tal-Proġett

Iddeskrivi x-xiri ta' strumenti/aċċessorji mużikali u/jew is-servizzi ta' taġħlim li qed tippjana li toffri. (300 kelma)

Etajiet ta' zġhażagħ li se jiġu milfuqha permezz ta' din l-inizjattiva

- Anqas minn 13 il-sena
- bejn 13 u 15
- bejn 16 u 20
- bejn 21 u 25
- Bejn 26 u 30

### Għanijiet tal-Inizjattiva

Spjega kif l-inizjattiva tiegħek tilhaq mal-għan tal-iskema f'wieħed jew aktar minn dawn l-oqsma li ġejjin:

- Thegġeg zġhażagħ sa 30 sena (magħluqa fl-aħħar tal-2025) jibdedw jitgħallmu, jew ikomplu jitgħallmu l-mużika.

- Tagħlim tal-mużika b'attenzjoni għall-prattika ta' strument, teorija, u taħriġ tal-widna.

### **Miżuri ta' Viżibilita u Disseminazzjoni**

Minbarra l-użu obbligatorju tal-logo tal-Aġenzija Żgħażaġh u ta' l-Għaqda Każini tal-Banda, jekk jogħġbok iddeskrivi kif se tiżgura li l-proġett ikun viżibbli. (250 kelma)

### C. Budget

#### A. Ammont tal-flus mitluba mill-iskema It-Taħriġ Muzikali taż-Żgħażaġh fil-Każini tal-Banda

Ammont ta' flus mitluba (massimu ta' €2,500)	
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#### B. Lista ta' spejjeż

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Total ta' spejjeż	
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#### C. Spiza Totali tal-Proġett (100%)

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#### Dikjarazzjoni

- Bħala Rappreżentant Legali ta' din l-għaqda, qed nitlob li l-applikazzjoni tagħna tiġi aċċettata għall-evalwazzjoni. Niddikjara li jien konxju li biex tkun eligibbli għall-finanzjament trid tintgħażel din il-proposta. Niddikjara wkoll li l-għaqda tiegħi hija konxja jekk l-inizjattiva tintgħażel tiġi implimentata skont ir-regoli u r-regolamenti u skont il-kuntratt li jiġi ffirmat ladarba l-inizjattiva tiġi approvata.
- Dikjarazzjoni dwar Protezzjoni tad-Dejta: L-informazzjoni personali kollha pproċessata mill-Aġenzija Żgħażaġh hija protetta skont il-Principji illustrati fir-Regolamenti Generali dwar il-Protezzjoni tad-Dejta (Regolament UE) 2016/679), U L-Att dwar il-Protezzjoni tad-Dejta (CAP440). L-Aġenzija Żgħażaġh tipproċessa d-dejta skont dawn id-dispożizzjonijiet għall-Proċess tal-Għażla u se tikkonforma mal-Avviż Legali 444 tal-2015.

- 1.1 Only official VAT fiscal receipts are considered valid and eligible for funding. In cases where a supplier has an EXO number, the fiscal document presented must include the exemption approval from the Commissioner for Revenue. Similarly, if a supplier is VAT exempt without credit, this must be indicated on the fiscal document. All suppliers, whether individuals or legal entities, are legally obligated to issue a fiscal receipt upon purchase.

The acceptable forms of a fiscal receipt are as follows:

- a) A manual receipt from the VAT booklet provided by the Commissioner for Revenue.
  - b) A receipt issued through a fiscal cash register approved by the Commissioner for Revenue.
  - c) A receipt issued through a computer system using a fiscal printer approved by the Commissioner for Revenue.
  - d) A receipt issued through a computerised or electronic system, such as a point-of-sale system, approved by the Commissioner for Revenue.
- 1.2 Only official VAT fiscal receipts will be considered as valid and eligible for funding.
- 1.3 Only music tuition services are exempted from presenting a fiscal receipt, but a proof of payment is required. All other musical services, including but not limited to music direction, musical arrangements must be supported by a VAT fiscal receipt.
- 1.4 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.
- 1.5 For all purchases from same supplier exceeding €500.00 VAT inclusive, three quotations are required from different suppliers.
- 1.6 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 may be requested to 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) 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.
- f) 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.
- g) 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.
- h) 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.
- i) Aġenzija Żgħażaġħ reserves the right to disqualify quotations and hence retain funds, if the beneficiary does not provide satisfactory selective reasons.

- 1.1 All items procured through the Musical Tuition of Young People in Band Clubs scheme should display the labels (stickers) provided by Aġenzija Żgħażaġh, in the absence of, the particular item will be deducted from funding. Photos should be presented as evidence.
- 1.2 Any project material must include the official Aġenzija Żgħażaġh and Għaqda Każini tal-Banda logos and the and a statement outlining the support being granted by Aġenzija Żgħażaġh through the fund for Musical Tuition of Young People in Band Clubs.
- 1.3 Aġenzija Żgħażaġh holds the rights for any materials published during the project and the organisation must ask for approval for any content developed.
- 1.4 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 context 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.
- 1.5 Failure to submit evidence of project visibility and dissemination of results, and failure to make use of the Aġenzija Żgħażaġh and Għaqda Każini tal-Banda logos in audiovisual and published material and social media posts will result in 20% deduction from the allocated funding.



Numru ta' Referenza tal-Proġett:	
Isem tal-Għaqda:	
Titlu tal-Proġett:	

*Checklist:*

### Rapport tal-Proġett

- Rapport tal-proġett mimli u iffirmat
- Ritratti diġitali ta' strumenti u aċċessorji mużikali mixtrija bil-fondi tal-iskema bl-istickers imwaħħlin fuqhom u ritratti ta' attivajiet u ħidma li saret matul il-proġett, fosthom tal-lezzjonijiet tal-mużika.
- Evidenza ta' miżuri ta' viżibilita u disseminazzjoni li saret matul dan il-proġett
- Attendenzi taż-żagħżagħ li ħadu sehem fil-proġett u attendew il-lezzjonijiet tal-mużika.

### Rapport Finanzjarju

- Rapport Finanzjarju mimli u iffirmat
- Irċevuti fiskali oriġinali

### Linji Gwida:

1. Ir-rapport finali u finanzjarju għandu jintuża biex jiddeskrivi l-kisbiet tal-proġett li rriċieva l-finanzjament.
2. L-ammont finali tal-pagament lill-benefiċjarju jiġi ddeterminat abbażi tar-rapport finali u finanzjarju komplut, li għandu jiġi sottomess f'kopja stampata flimkien mal-irċevuti fiskali oriġinali sat-15 t' Ottubru, 2025. In-nuqqas ta' sottomissjoni tar-rapport finali u finanzjarju u l-irċevuti oriġinali sad-data msemmija se jirriżulta fit-telf tal-bilanċ ta' 50% li jkun fadal.
3. Ir-rapport finali u finanzjarju jrid jiġi ffirmat bil-linka oriġinali mir-Rappreżentant Legali tal-għaqda. Jekk ir-Rappreżentant Legali nbidel, l-*Addendum* (l-Anness 6) għandu jiġi mimli ffirmat, u pprezentat bis-siġħ flimkien mar-rapport finali u finanzjarju.
4. Materjal diġitali li jinkludu ritratti ta' affarijiet mixtrija, materjal promozzjonali u *posts* tal-midja soċjali, jridu jiġu pprovduti permezz ta' *WeTransfer link* jew fuq *pen drive*.
5. It-tranzazzjonijiet finanzjarji kollha għandhom jiġu numerati, u r-rapport irid jiġi kkompatat fl-istess ordni li t-tranzazzjonijiet qegħdin imqasma fir-rapport. Fotokopja tal-irċevuti fiskali kollha tal-*cash register* għandhom jiġu mehmuża mal-irċevuti fiskali oriġinali tal-*cash register*.
6. In-nuqqas ta' sottomissjoni tad-dokumentazzjoni finanzjarja oriġinali kollha li tiġġustifika l-ispejjeż miġbura jista' jirriżulta fi tnaqqis fil-finanzjament.
7. Huma biss l-ispejjeż li kienu inkluzi u ġġustifikati mill-baġit approvat fl-istadju tal-applikazzjoni li se jiġu kkunsidrati għal-rifużjoni. Kopja stampata tal-baġit approvat, estratta mill-applikazzjoni, trid tiġi pprezentata mar-rapport finali u finanzjarju.

8. Metodu ta' akkwist, jiġifieri dirett jew kwotazzjonijiet, għandhom ikunu mmarkati fuq ir-rapport. Id-dokumentazzjoni tal-akkwist (kwotazzjonijiet u *comparative bid analysis*) ma għandhiex tiġi sottomessa mar-rapport finali u finanzjarju, madankollu, dawn iridu jinżammu mill-għaqda għal mill-inqas ħames (5) snin jekk dawn tal-aħħar jintalbu minn Aġenzija Żgħażaġh jissottomettu d-dokumentazzjoni tal-akkwist bħala parti mill-awditjar tal-Aġenzija.
9. In-nuqqas ta' preżentazzjoni ta' evidenza ta' avvenimenti ta' proġetti u l-viżibilita' tal-proġetti u n-nuqqas ta' użu tal-logo tal-Aġenzija Żgħażaġh f' materjal awdjoviziv u ppubblikat u f' postijiet tal-midja soċjali se jirriżulta fi tnaqqis ta' 20% mill-finanzjament allokat.
10. In-nuqqas ta' parteċipazzjoni fil-*Grant Award Ceremony* u avveniment ieħor organizzat minn Aġenzija Żgħażaġh mingħajr raġuni valida u approvata se jirriżulta fi tnaqqis ta' 20% mill-finanzjament allokat.
11. Assenteiżmu mingħajr raġuni valida u approvata għal *desk checks* u nuqqas ta' disponibbiltà mingħajr raġuni valida u approvata għal *monitoring visits* jirriżulta fi tnaqqis ta' 20% mill-finanzjament allokat.
12. L-oġġetti kollha mixtrija permezz ta' din l-iskema għandhom jitwaħħlu fuqhom l-*stickers* pprovduti mill-Aġenzija Żgħażaġh, fin-nuqqas ta' dan, l-oġġett partikolari jitnaqqas mill-finanzjament. Ir-ritratti għandhom jiġu ppreżentati bħala evidenza.
13. Jekk l-ispejjeż eliġibbli ikunu aktar baxxi mill-ewwel pagament, il-benefiċjarju jkun meħtieġ jirrifondi l-ammonti żejda li jkunu diġa ġew trasferiti taħt il-pagament ta' prefinanzjament.
14. Fil-każijiet kollha l-benefiċjarji għandhom jimxu bis-sħiħ mal-proċeduri finanzjarji maħruġa lill-benefiċjarji minn Aġenzija Żgħażaġh.
15. Jekk l-Aġenzija Żgħażaġh tiddeciedi dwar ir-raġunijiet speċifikati deskritti fil-linji gwida li l-benefiċjarji għandhom jirrifondu l-fondi jew parti minnhom, jeħtieġ li jagħmel dan fiz-żmien stipulat stabbilit mil-Aġenzija Żgħażaġh; inkella, ma jithallewx jipparteċipaw fl-edizzjoni tas-sena ta' wara, sakemm iħallsu l-pagament dovut.

## Rapport tal-Proġett TMŻ 2025

1. Iddeskrivi kif intlaħqu l-għanijiet tal-proġett fir-rigward ta' dawn l-oqsma li ġejjin skond kif indikajtu fl-applikazzjoni:

- Thegħegħ zgħażaġh sa 30 sena (magħluqa fl-aħħar ta' l-2025) jibdew jitgħallmu, jew ikomplu jitgħallmu l-mużika.

- Tagħlim tal-mużika b'attenzjoni għall-prattika ta' strument, teorija, u taħriġ tal-widna.

2. Kif giet assigurata l-viżibilità tal-proġett? X'mizuri ttieħdu biex issir disseminazzjoni ta' riżultati li ħarġu minn din l-inizjattiva. Kull tip ta materjal kemm printjat kif ukoll digitali għandu jigi anness ma' dan ir-rapport.

3. Grupp li kien milfuq permezz ta' din l-Inizjattiva.

***Immarka il-kaxxa / kaxxi u ikteb kemm ilhaqtu zgħażaġh b'din l-inizjattiva***

<b>Età</b>	<b>Anqas minn 13 il-sena</b>	<b>13-15</b>	<b>16-20</b>	<b>21-25</b>	<b>26-30</b>	<b>Total</b>
Zgħażaġh li kienu diġà jattendu għal-lezzjonijiet tal-mużika						
Zgħażaġh godda						

4. Jekk jogħġbok indika liema mill-avvenimenti imsemmiha hawn taħt organizzati minn Aġenzija Żgħażaġh attendejt għalihom.

Grant Award Ceremony

Avveniment ieħor (speċifika):

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Firma Rappreżentant Legali

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Isem b'ittri kbar

---

Numru tal-Karta tal-Identità

---

Rwol fl-Organizzazzjoni

---

Isem tal-Organizzazzjoni

## Rapport Finanzjarju - TMZ 2025

Numru ta' Referenza tal-Progett:

Isem tal-Progett:

Isem tal-Ghaqda:

Irrevuta	Data	Lil min sar il-pagament	Spjegazzjoni tan-nefqa	Metodu ta' flus Cash/Cheque/ internet	Mod ta' akkwist Dirett (anqas minn €500 VAT inkluz)/ kwotazzjonijiet	Ammont	Ammont kif imnizel u approvat fl-applikazzjoni
1						€	€
2						€	€
3						€	€
4						€	€
5						€	€
6						€	€
7						€	€
<b>Total</b>						<b>€</b>	<b>€</b>

\* Jekk jogħġbok għamel referenza għaċ-checklist u r-regoli finanzjarji iffirmati mal-kuntratt.

\*\* Jigu mħallsa biss l-oġġetti approvati fl-applikazzjoni originali.

\_\_\_\_\_

Firma Rappreżentant Legali

**FTEHIM DWAR L-GHOTI TA' GHAJNUNA FINANZJARJA  
FL-IMPLIMENTAZZJONI TAL-INIZJATTIVA '«TITLU\_TAL-INIZJATTIVA\_»' «REF\_NO\_»  
BĦALA PARTI MILL-ISKEMA 'IT-TAHRIG MUŻIKALI TAŻ-ŽGHAŻAGH FIL-KAŻINI TAL-  
BANDA 2025'**

Illum l-24 ta' Frar 2025;

Qegħdin jidhru fuq dan il-ftehim:

Mill-ewwel parti:

Is-Sinjura MIRIAM TEUMA, Kap Eżekuttiv t'AGENZJA ŽGHAŻAGH, għandha l-karta tal-identità numru 346165(M), a nom u in rappreżentanza ta' AGENZIJA ŽGHAŻAGH fi hdan il-Ministeru għall-Edukazzjoni, Žgħażaġh, Sports, Ricerka u Innovazzjoni li tinsab Triq il-Kbira San Ġużepp, Santa Venera, hawn aktar 'il quddiem imsejha '**AĠENZJA ŽGHAŻAGH**',

u mit-tieni parti:

«lsem\_tar-Rappreżentant\_Legali\_» bil-karta tal-identità numru «Numru\_tal-karta\_tal-identità\_», Rappreżentant Legali ta' «lsem\_tal-Għaqda\_», hawn aktar 'il quddiem imsejha 'l-Għaqda'.

Qabel xejn il-partijiet jippremettu u jiddikjaraw illi l-Għaqda ser tkun qed timplimenta l-inizjattiva proposta minnha skont l-applikazzjoni u linji gwida li wieħed jista' jara f'din il-ħolqa [<https://youth.gov.mt/wp-content/uploads/2023/09/Guidelines-2024-Musical-Tuition-for-Young-People.pdf>] u li tiffirma parti integrali minn dan il-ftehim u għaldaqstant il-partijiet jixtiequ li jilħqu ftehim sabiex:

- a. tkun irregolata l-implimentazzjoni tal-inizjattiva kif proposta mill-Għaqda u
- b. jiġu stabbiliti u miftehema l-proċeduri li għandhom ikunu segwiti u osservati bil-għan li l-imsemmija inizjattiva tkun implimentata kollha kemm hi b'suċċess sħiħ mill-Għaqda.

Dan premiss u ddikjarat, il-partijiet jiftehmu kif ġej:

1. L-Għaqda tobligha ruħha li:

- (a) tiżgura li timplimenta l-inizjattiva kif approvata mill-Aġenzija Žgħażaġh, sat-30 ta' Settembru 2025;
- (b) tobligha ruħha li taderixxi b'mod sħiħ mal-linji gwida 2025 li wieħed jista' jaċċessa f'din il-ħolqa: [<https://youth.gov.mt/wp-content/uploads/2023/09/Guidelines-2024-Musical-Tuition-for-Young-People.pdf>], u li huma kkunsidrati bħala parti integrali u għalhekk kundizzjonijiet obbligatorji ta' dan il-kuntratt;

- (c) fi kwalunkwe materjal promozzjonali nkluz, iżda mhux biss, dak awdjo-viżiv, stampat, u fuq il-midja soċjali jindika li l-inizjattiva qiegħda titwettaq b'kollaborazzjoni m'Agenzija Żgħażaġh, u dan billi flimkien mal-isem ta' din l-entità għandu dejjem jiġi nkluz il-logo tal-Agenzija Żgħażaġh kif ukoll tal-Għaqda Nazzjonali Każini tal-Banda, f'nuqqas ta' dan l-Għaqda tkun penalizzata tnaqqis ta' 20% tal-ammont approvat finali u finanzjarju;
- (d) tipparteċipa fil-Grant Award Ceremony u minn tal-inqas attività oħra organizzata minn Agenzija Żgħażaġh, f'nuqqas ta' liema parteċipazzjoni mingħajr raġuni valida li trid tkun ikkomunikata u approvata minn Agenzija Żgħażaġh, l-Għaqda tkun penalizzata tnaqqis ta' 20% tal-ammont approvat finali u finanzjarju;
- (e) tattendi għal kull desk check mitluba minn Agenzija Żgħażaġh u/jew tkun disponibbli għal kull monitoring visit, f'nuqqas ta' liema attendenza jew aċċettazzjoni mingħajr raġuni valida li trid tkun ikkomunikata u approvata minn Agenzija Żgħażaġh, l-Għaqda tkun penalizzata tnaqqis ta' 20% tal-ammont approvat finali u finanzjarju, liema perċentaġġ hu indipendenti minn dak elenkat f'paragrafi 1(c) u (d) ta' dan il-ftehim u għalhekk addizzjonali ma' dak elenkat f'paragrafi 1(c) u (d) f'każ li l-Organizzazzjoni tonqos milli tonora l-obbligi tagħha imsemmija kemm f'paragrafi 1(c) u (d) kif ukoll f'paragrafu 1(e) ta' dan il-ftehim;
- (f) waqt d-*desk checks* l-Għaqda hi obbligata li tippreżenta d-dokumentazzjoni kollha relatata max-xiri ta' prodotti. Huwa fir-responsabbiltà tal-Għaqda li titlob *desk check* lill-Agenzija Żgħażaġh sabiex tassigura lilha nfnisha li l-implimentazzjoni giet imwettqa kif approvata u li r-rapport finali finanzjarju għe imħejji tajjeb u jinkludi d-dokumentazzjoni obligatorja, partikolarment l-irċevuti fiskali originali bid-dati korretti;
- (g) sal-15 t'Ottubru 2025 tippreżenta rapport finali bl-informazzjoni kollha mitluba flimkien mal-irċevuti fiskali originali, ritratti t'attivitajiet u materjal mixtri (soft jew hard copy). F'każ li xi dokumentazzjoni pprezentata ma tkunx ġustifikata b'raġuni valida u approvata mill-Agenzija Żgħażaġh, allura l-Agenzija Żgħażaġh jkollha d-dritt li ma tħallasx ebda somma oħra relatata ma' dan il-proġett u tista titlob ir-rifużjoni tal-ammont diġa mħallas. Kull dokumentazzjoni ta' kwotazzjonijiet jew dokumentazzjoni relatata mal-proġett għandha tinzamm mill-Organizzazzjoni għall-perjodu ta' hames snin minn meta jispiċċa l-proġett f'każ li l-awdituri ta' l-Agenzija Żgħażaġh, jew awdituri maħtura mill-Gvern Ċentrali, jitolbu biex jinvestigaw dan il-proġett. L-Agenzija Żgħażaġh għandha dritt titlob ir-rifużjoni tal-ekwivalenza tal-ammont finanzjarju fl-eventwalità li d-dokumentazzjoni mitluba ma tiġix preżentata u/jew jekk id-dokumentazzjoni mitluba u pprezentata mill-Għaqda ma tkunx skont il-linji gwida imsemmija f'para 1(b) ta' dan il-ftehim.

F'każ li l-Għaqda ma tonorax l-obbligu kuntrattwali li tippreżenta r-rapport final finanzjarju sal-15 t'Ottubru 2025, tkun obbligata awtomatikament tirrinunzja għall-ħlas finali li hu ekwivalenti għal 50% tas-somma approvata għal dan il-proġett. Dan apparti l-fatt li jibqà dmir tal-Għaqda li titlob l-Agenzija Żgħażaġh li tivverifika r-rapport sabiex l-Għaqda tissalvagwardja l-ewwel pagament ekwivalenti għal 50%. Altrententi anke dan l-ammont jrid jiġi rifuż mill-Għaqda lill-Agenzija Żgħażaġh.

Il-proġett ser jiġi evalwat skont kif sottomess mingħajr ebda lok ta' revizzjoni;

(h) L-irċevuti fiskali kollha relatati mal-proġett ikunu datati sa mhux aktar tard mil-15 t'Ottubru 2025.

2. L-Għaqda tifhem ukoll li l-Aġenzija Żgħażaġh għandha d-drittijiet fuq kull tip ta' materjal li jiġi żviluppata/ippublikata waqt il-proġett. Għaldaqstant l-Għaqda għandha titlob għall-approvazzjoni tal-kontenut waqt li tkun qed tiżviluppa dan il-materjal.

Importanti li l-Għaqda tirrikonoxxi l-għotja li rċievet mingħand l-Aġenzija Żgħażaġh fid-dokumentazzjoni ppublikata. Ir-rikonoxximent għandu jkun segwit minn dikjarazzjoni li tgħid li l-kontenut huwa responsabbiltà unika tal-pubblikatur u li Aġenzija Żgħażaġh mhix responsabbli għal kwalunkwe użu li jista' jsir mill-informazzjoni.

3. Aġenzija Żgħażaġh tobligha ruħha li:

(a) tagħti 50% tal-ammont miftiehem fil-bidu tal-proġett mal-iffirmar tal-kuntratt sa mhux aktar tard mit-28 ta' Frar 2025, bħala nċentiv finanzjarju sabiex l-Għaqda tkun tista' tibda timplimenta l-proġett mingħajr ma jkollha piż finanzjarju fuq il-funzjonijiet normali tagħha;

(b) il-bilanċ ta' 50% l-oħra, ser jingħataw wara li jkun assigurat li l-inizjattiva tkun giet fi tmiemha kif maqbul kif ukoll wara li jiġi ppreżentat rapport finali finanzjarju, iverifikat u ċertifikat li l-kriterji kollha stipulati ġew sodisfatti u mgħoddija l-irċevuti fiskali originali lil Aġenzija Żgħażaġh u dan mingħajr preġudizzju għal dak li hemm fi klawżola numri 1(ċ), (d) u (e) aktar 'il fuq ta' dan il-ftehim;

(ċ) tipproċessa l-irċevuti fiskali ppreżentati minn l-Għaqda fl-iqsar żmien possibbli.

4. Il-partijiet qegħdin jaqblu li l-ispiza totali tal-inizjattiva għandha tkun kif spjegat fil-baġit approvat.

Aġenzija Żgħażaġh iżzomm id-dritt li tirrifondi biss pagamenti li huma miftiehma skont il-proposta msemmija f'dan il-kuntratt u l-Għaqda tobligha ruħha li fl-eventwalità li l-proposta msemmija f'dan il-kuntratt jew parti minnu ma tiġix implimentata kif miftiehem, Aġenzija Żgħażaġh titlob il-50% mogħtija qabel l-implimentazzjoni u ma tgħaddix it-tieni pagament ta' 50% ta' wara l-implimentazzjoni u dan mingħajr preġudizzju għal dak li hemm fi klawżola numri 1(ċ), (d) u (e) aktar il-fuq.

5. Aġenzija Żgħażaġh iżzomm id-dritt li tissorvelja kemm l-implimentazzjoni tal-proġett kurrenti kif ukoll ta' proġetti preċedenti u cioè sa mhux aktar minn ħames snin mid-data attwali li ġew iffinanzjati minn din l-iskema kif ukoll li tissorvelja l-obbligi kollha, l-implimentazzjoni sħiħa u l-infieq kollu tal-inizjattiva sabiex taċċerta li din qed taderixxi b'mod sħiħ u komplut mal-proposta imsemmija f'dan il-kuntratt u tiriserva d-dritt li tiegħi l-passi neċessarji kif maqbul fi klawżoli 1(ċ), (d) u (e) u 4 ta' dan l-istess kuntratt.

6. Dan il-kuntratt huwa soġġett għall-artikli kollha tal-Att tal-Volontarjat 492, emendat b'Avviż Legali 427 tal-2007 u implementat fil-11 ta' Diċembru 2007.



MIRIAM TEUMA  
a nom u in rappreżentanza  
ta' Aġenzija Żgħażaġh

«Isem\_tar-Rappreżentant\_Legali\_»  
a nom u in rappreżentanza ta'  
«Isem\_tal\_Għaqda\_»

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**Kap Eżekuttiv**  
**Aġenzija Żgħażaġh**

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**Rappreżentant Legali**

**ADDENDUM TAL-FTEHIM DWAR L-GHOTI TA' GHAJNUNA FINANZJARJA  
FL-IMPLIMENTAZZJONI TAL-INIZJATTIVA '«TITLU\_TAL-INIZJATTIVA\_»' «REF\_NO\_»  
BHALA PARTI MILL-ISKEMA IT-TAHRĠ MUŻIKALI TAŻ-ŻGHAŻAGH  
FIL-KAŻINI TAL-BANDA 2025**

Illum \_\_\_\_\_ ta' \_\_\_\_\_, \_\_\_\_\_ mill-preżenti partijiet:

Mill-ewwel parti:

Is-Sinjura MIRIAM TEUMA, Kap Eżekuttiv t'AGENZJA ŻGHAŻAGH, għandha l-karta tal-identità numru 346165(M), a nom u in rappreżentanza ta' AGENZIJA ŻGHAŻAGH fi ħdan il-Ministeru għall-Edukazzjoni, Żgħażaġh, Sports, Riċerka u Innovazzjoni li tinsab Triq il-Kbira San Ġużepp, Santa Venera, hawn aktar 'il quddiem imsejha '**AGENZJA ŻGHAŻAGH**'

u mit-tieni parti:

«Isem\_tar-Rappreżentant\_Legali\_» bil-karta tal-identità numru «Numru\_tal-karta\_tal-identità\_», Rappreżentant Legali ta' «Isem\_tal-Għaqda\_», hawn aktar 'il quddiem imsejha 'l-Għaqda'.

(hawn aktar 'il quddiem u kollettivament imsejha **l-Partijiet**)

**ILLI**, «Isem\_tal-Għaqda\_» infurmat lill-AGENZJA ŻGHAŻAGH illi kien hemm bidla fir-rappreżentanza oriġinali tal-istess għaqda;

**ILLI**, għalhekk il-Partijiet qegħdin permezz ta' dan l-Addendum jirrikonoxxu lir-Rappreżentant Legali bħala rappreżentant għan-nom u in rappreżentanza ta' «Isem\_tal-Għaqda\_» mid-data ta' dan l-istess Addendum.

**GHALDAQSTANT**, il-Partijiet hawn fuq imsemmija, jirrikonoxxu u jaqblu illi:

- I. I. ir-Rappreżentant Legali bħala rappreżentant għan-nom u in rappreżentanza ta' «Isem\_tal-Għaqda\_» mid-data ta' dan l-istess Addendum; u
- II. il-klawżoli tal-kuntratt oriġinali illi ma ġewx emendati permezz ta' dan l-istess Addendum jibqgħu fis-seħħ u in forza.

MIRIAM TEUMA  
a nom u in rappreżentanza  
ta' Aġenzija Żgħażaġh

«Isem u kunjom»  
a nom u in rappreżentanza ta'  
«Isem\_tal-Għaqda\_»

**Kap Eżekuttiv  
Aġenzija Żgħażaġh**

**Rappreżentant Legali**





**Aġenzija Żgħażaġh**  
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