



Gozo VO Scheme

A Ministry for Gozo and Planning initiative
to support the efforts and aspirations of
Voluntary Organisations
on the Island of Gozo



GOVERNMENT OF MALTA
MINISTRY FOR GOZO
AND PLANNING

Guidelines & Regulations

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PART A

GENERAL INFORMATION

1. Introduction

The **Gozo VO Scheme**, a Ministry for Gozo and Planning (MGP) initiative, is designed to enhance the capacity, capabilities and service offerings of Voluntary Organisations (VOs) based in Gozo by providing financial support for initiatives that benefit the Gozitan community. The scope of funding includes a wide range of actions and activities.

Gozo based VOs are invited to apply for funding by submitting comprehensive proposals, which will be assessed based on predefined criteria. Successful applicants will formalize their acceptance of financial assistance through a grant agreement with the MGP, ensuring the funds are utilized effectively and transparently.

Detailed guidelines for the scheme and e-application can be accessed online via the MGP's website www.mgp.gov.mt and Malta Council for the Voluntary Sector's funding website www.vofunding.org.mt.

2. Objectives of the Scheme

The general objectives establishing the Gozo VO Scheme are the following:

- 2.1 To support the exceptional work of Gozo based Voluntary Organisations within the Gozitan society
- 2.2 To enhance the capacity, capabilities and service provision of Gozo based Voluntary Organisations.
- 2.3 To promote and encourage a culture of volunteering and participation in the activities of the Gozo based Voluntary Organisations.
- 2.4 To encourage the development and promotion of programmes, initiatives and activities by Gozo based Voluntary Organisations.
- 2.5 To stimulate and strengthen co-operation between the Gozo based Voluntary Organisations and the Ministry for Gozo and Planning.

3. Priority Actions

The Gozo VO Scheme aims to offer financial support to VOs based in Gozo that plan to implement initiatives encompassing any of the established eligible actions.

These priority actions have been classified into five (5) distinct categories.

3.1 General Improvements to the premises and/or facilities utilised by the VO.

3.1.1 Construction and/or structural alteration works.

3.1.2 Finishing - plastering, gypsum, tiling, painting; and/or drainage works

3.1.3 Electrical, lighting &/or mechanical works

3.1.4 The procurement and installation of air conditioning units, photovoltaic systems &/or heat pumps

3.1.5 The procurement and installation of doors and apertures.

3.1.6 The procurement and installation of audio, fire, safety and/or security systems

3.2 The acquisition of any equipment pertinent to the objectives and operations of the VO.

3.2.1 The procurement of musical instruments and/or any other related equipment/accessories.

3.2.2 The procurement of audio-visual equipment.

3.2.3 The procurement of sporting equipment for indoor and/or outdoor use.

3.2.4 The procurement of office equipment and/or office furniture.

3.2.5 The procurement of appliances and/or furniture.

3.2.6 The procurement of mobility aids and/or personal care equipment

3.2.7 The procurement of any other type of equipment directly relevant to the objectives and running of the VO.

3.3 Initiatives aimed at enhancing the Gozitan Artistic and Cultural traditions linked to the traditional feasts in Gozo:

3.3.1 The design, manufacture and/or restoration of statues, pedestals, banners (*bandalori*), festoons, fabric and/or light pavilions (*pavaljuni tad-dwal u/jew tad-drapp*).

3.3.2 The design, manufacture and/or restoration of band performance stages (*planċier għall-baned*).

Eligible actions in this category are those related to semi-permanent decorations which are mounted in the streets and squares during the traditional feasts (*festi*) held within the Gozitan community.

3.4 The Development and Improvement of competences and professional skills

3.4.1 Participation in sports related training camps and tournaments abroad

3.4.2 Participation in courses and training programmes abroad

3.4.3 Participation in exhibitions, conferences and seminars abroad

3.4.4 Hosting of sporting tournaments, training camps, marathons, sporting competitions and other type of community-based sporting events in Gozo.

3.4.5 Hosting of courses and training programmes in Gozo

3.5 Community Based & Other Initiatives

3.5.1 Initiatives that address issues relating to social cohesion and/or societal challenges.

3.5.2 Initiatives that promote well-being, civic awareness and/or social inclusion

3.5.3 Hosting of conferences and seminars in Gozo.

3.5.4 The production of publications and/or online/social media content.

3.5.5 Research projects and/or the commissioning of studies.

3.5.6 The holding of one-off events and initiatives.

Prospective VOs are advised to identify the appropriate action they intend to implement.

Following this, they are required to formulate a comprehensive proposal by completing the e-application, attaching all pertinent documentation, and submitting it via the designated portal <https://vofunding.org.mt/> within the specified submission period of the advertised call for proposals.

When preparing the application, VOs must ensure adherence to the provisions and conditions outlined in Annex II. Compliance with these requirements is imperative for the successful acceptance of the application and subsequent execution upon approval.

4. Ineligible Initiatives and Actions

4.1 Ineligible Proposals.

The following proposals are deemed to be not eligible for funding.

- (i) A proposal that is a repeat of a previously approved Initiative by the VO.
- (ii) A proposal that is either a continuation or an extension of an existing/past Initiative by the VO.
- (iii) A proposal where the Initiative has either commenced or been completed prior to the date of the call for proposals.
- (iv) A proposal submitted by a VO, wherein the Initiative will be executed by third parties.
- (v) A proposal wherein the Initiative is entirely funded by alternative funding sources. Double financing will not be permitted.

4.2 Ineligible Actions.

The following actions are deemed to be not eligible for funding.

- (i) Any works to be carried out within the VO's premises and/or to its facilities whereby such premises and/or facilities are being/will be utilised by third party commercial establishments for financial gain.
- (ii) The purchase of any equipment that will be utilised by third party commercial establishments for financial gain.
- (iii) The manufacturing and purchase of fireworks and the organisation of any fireworks and pyrotechnic shows.
- (iv) The purchase of any equipment, technological systems and materials that is exclusively intended for fireworks displays and pyrotechnic shows.
- (v) The purchase of any equipment & materials that is exclusively intended for confetti shows and the organisation of such activities.
- (vi) The organisation of entertainment-based activities (*briju*) including the purchase of any equipment and materials exclusively intended for such activities
- (vii) The design and manufacture of garlands.
- (viii) The hosting of Cultural, Musical and/or Artistic manifestations – such as but not limited to exhibitions (locally), band marches, concerts, musical recitals, festivals, and/or any form of musical representations.
- (ix) The production of Audio-Visual features and shows during feasts and other mass celebrations.
- (x) Initiatives related to Private Sector Enterprise and Economic Affairs having specific themes related to Tourism, Economic Activity, Commercial Enterprise and Employment.
- (xi) Fund Raising Activities.

The MGP reserves the right to determine the merits, eligibility or ineligibility of any submitted proposal vis-à-vis these Guidelines. Each proposal will be evaluated individually on a case-by-case basis.

5. Funding Available per Action.

The amount that can be contributed to a prospective VO to implement an action shall not exceed the following limits of funding for each specific action.

5.1 General Improvements to the premises and/or facilities Actions: 3.1.1 – 3.1.6	€5000
5.2 Purchase of equipment Actions: 3.2.1 – 3.2.7	€5000
5.3 Enhancing the Gozitan Artistic and Cultural traditions Actions: 3.3.1 – 3.3.2	€5000
5.4 Development and Improvement of competences and professional skills Actions: 3.4.1 – 3.4.5	€5000
5.5 Community Based Initiatives Actions: 3.5.1 – 3.5.2	€5000
Actions: 3.5.3 – 3.5.5	€3000
Action: 3.5.6	€1500

6. What is the Budget and extent of financial assistance provided?

6.1 Budget of the Scheme

The MGP has allocated two hundred thousand euro (€200,000) for the Gozo VO Scheme.

The Permanent Secretary within the MGP reserves the right to allocate additional funds, should the funds available for the Gozo VO Scheme be not sufficient to meet the requirements of the proposals which were selected for award. The decision of the Permanent Secretary is final and without any recourse.

6.2 Type of Financial Assistance

The financial assistance being provided through the Gozo VO Scheme is a grant payment as a disbursement of incurred eligible expenditure to realize the proposed action.

6.3 The extent of Financial Assistance.

The acceptance of a proposal at application stage does not necessarily constitute a commitment by the MGP to grant financial assistance equal to the amount requested by the VO. The maximum amount will not surpass the limits established for the specified actions as outlined in Section 5.

In order to be considered for funding, a proposal must obtain a median Quality of Proposal score of at least fifty (50) marks.

Additionally, the MGP reserves the right to allocate funding below the specified maximum amount, if certain assessment scores are not achieved. Any proposal obtaining a median score of fifty (50) or more but less than seventy (70), will be permitted to receive up to eighty percent (80%) of the maximum amount permitted. Those proposals obtaining a median score greater than seventy (70) will receive upto the maximum amount per action as outlined in Section 5. The table below is designed to illustrate these calculations.

Quality Assessment Median Score	Percentage Rate	Maximum Amount to be permitted per action		
		€ 5000	€ 3000	€1500
Less than 50	0 %	€ 0	€ 0	€ 0
More than 50 but less than 70	80 %	€ 4000	€ 2400	€1200
Greater than 70	100 %	€ 5000	€ 3000	€1500

In all instances, the MGP reserves the right to override these stipulations and determine the financial grant amount on a case-by-case basis, considering the unique aspects of each proposal.

6.4 Co-financing

Co-financing is permitted in those circumstances where the funds being requested through the Scheme may be insufficient to finance the entire cost of the whole Initiative.

In such circumstances, the applicant may complement the sum being requested by seeking assistance from other sources.

The co-financing element is to be declared and detailed out at application stage.

6.5 Contributions in Kind

Contributions in kind - which are non-monetary donations provided by third parties to support the Initiative; are considered as an eligible source of co-funding.

The value calculated for such contributions must not exceed:

- (i) The costs actually incurred and duly supported by accounting documents from third parties who provided these contributions to the VO, free of charge but bore the corresponding costs.
- (ii) The costs generally accepted in the relevant market for the type of contribution concerned when no costs are incurred.

Any contributions in kind to be utilised to carry out the Initiative must also be declared and detailed out at application stage.

6.6 Double-financing

As indicated in Section 4.1(v), any proposed Initiative or any component of such an Initiative that is determined to be funded by other financial sources — such as, but not limited to, other public financing sources or European Union funding; will not be deemed eligible for assistance under the Scheme.

7. Management of the Gozo VO Scheme

The Gozo VO Scheme is managed by the **MGP's VO Fund Management Committee** (FMC). This committee is appointed and chaired by the Permanent Secretary of the MGP.

The FMC establishes the budget, sets the objectives, determines the eligible actions and monitors the general implementation of the Scheme. It ultimately approves the definitive list of proposals to be granted funding.

The FMC will appoint a **Selection & Review Board** (SRB) for each call for proposals under the Scheme. The SRB will be composed of officials from the Public Sector and members of the public, who collectively possess a broad spectrum of expertise. This ensures a comprehensive oversight across all aspects of the Gozitan society.

The role of the SRB is to:

- Administer a transparent and equitable application assessment process
- Seek clarifications and/or request rectifications from the VOs
- Assess the eligibility of the applicants and their proposals
- Evaluate the eligible proposals in terms of the Quality of Proposal Criterion, assign a score and rank the proposals according to the score
- Recommend the proposals for award of financial assistance and determine the maximum amount that is to be granted

- Monitor the implementation of the awarded Initiatives
- Approve any justified/unforeseen need for modifications and extensions that may be requested by the VO during the Implementation of the Initiative.
- Provide support to the awarded VOs during the life cycle of the Initiative
- Carry out a review of the Initiatives following their realization.
- Ascertain the amount of disbursement to be allocated to the VO.

8. What happens once a proposal is submitted?

This is a competitive scheme, and all e-applications received by the MGP will undergo a selection process.

8.1 The selection procedure

The received proposals will be assessed based on the established criteria as detailed in Section 14.

Upon the closing date for proposal submissions, all applications received via the VO Funding portal <https://vofunding.org.mt/> will be forwarded to the MGP. The appointed SRB Committee will then conduct the selection process.

Initially, proposals will be evaluated against the eligibility criteria, financial and operational capacity criteria and exclusion criteria. Proposals that do not meet these criteria will not advance for further processing. The remaining proposals will be assessed based on the quality of the proposal criteria.

8.2 Computation of Quality Score

The SRB will use the Quality Assessment criteria, as outlined in Section 14.7, to determine the quality score. A median score will be computed for each application and this is considered as the final quality score.

Those proposals attaining a Quality score of fifty (50) marks or higher will be included in the ranking list for grant award.

8.3 Ranking of Proposals

The SRB will rank the proposals based on their quality scores. The proposal with the highest score will be ranked first, and the remaining eligible applications will be prioritized according to their final scores.

In cases where applications have identical scores, priority will be given to the proposal requesting the least amount of funding to implement the Initiative. If a distinction still cannot be made, the SRB will determine the priority based on the proposal deemed to have the highest impact on the community.

8.4 Announcement of Results

Upon completion of the selection process, the SRB will issue an evaluation report that includes the list of proposals recommended for grant award, based on the final ranking order and the available budget.

The report will be submitted to the FMC who shall endorse or otherwise, the recommendations of the SRB. The decision of the FMC is final and indisputable. If the report is approved, the applicant VO will be notified with the outcome of the selection procedure.

Upon conclusion of the application selection process, neither the application form nor any accompanying documents will be returned to the VO.

8.5 Public Notification of Award.

The MGP will publish the list of approved proposals indicating:

- Proposal Application Number
- Name of applicant Voluntary Organisation
- Name/s of partner Voluntary Organisations (if any)
- The amount of Financial Assistance requested
- The amount of Grant awarded
- The Final Score
- The Ranking Order

The results shall be published on the portals of the MGP www.mgp.gov.mt and the Malta Council for the Voluntary Sector www.vofunding.org.mt

8.6 Appeal.

Applicant VOs are entitled to appeal within five working days from the issuance date of the official results. Appeals must be received at the designated email address of the Scheme. The SRB will review the appeal and provide a recommendation to the FMC.

The FMC will convene to deliberate on the matter and its decision will be final and indisputable.

Only the applicant VO may file a complaint regarding its proposal. Appeals concerning the merits of the proposal based on the Quality of Proposal criteria will not be entertained.

9. What happens if a proposal is approved?

9.1 Grant agreement

In the event of a definitive approval, a grant agreement will be executed between the MGP and the beneficiary VO. This grant agreement constitutes a unilateral act awarding financial assistance to the beneficiary upon the successful completion of the Initiative within the established timeframe.

9.2 Grant amount

The amount of funding for the VO to realize an Initiative - as indicated in the Grant Agreement; will be in accordance with the provisions established in Section 6.3. This amount is to be regarded as the maximum that may be conferred and cannot be increased under any circumstances.

9.3 Implementation of the Initiative

- (i) In all circumstances, the beneficiary shall adhere to the principles of accountability, transparency and optimal value for money. Specifically, the beneficiary shall award any contract for the procurement of goods and/or services based on the most economically advantageous (lowest compliant) offer, while diligently avoiding any conflict of interest.
- (ii) In all instances, the beneficiary is to abide fully with the Procurement Regulations set.
- (iii) The beneficiary is to notify the MGP of any changes affecting the Initiative's scope and specifics during implementation. Approval must be obtained before implementing any changes. The MGP reserves the right to revise or withhold disbursements if changes are not aligned with the approved proposal or if the MGP is not informed in a timely manner.

9.4 Publicity and Visibility of the Scheme

Apart from the measures foreseen for the publicity of the Initiative and for the dissemination and exploitation of its results, the beneficiary is obliged to acknowledge the MGP and the Gozo VO Scheme.

Beneficiaries must clearly acknowledge the MGP's support in all communications or publications, in whatever form or whatever medium, including social media, and/or during the actual activities/events for which the grant is used.

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Upon submission of the Final Report, the VO must provide evidence that at least two social media or online posts had been published.

10. Audits and monitoring

Beneficiaries may be subject to monitoring visits. The beneficiary must make themselves available for visits and communication with the MGP's representatives for monitoring purposes both during the implementation of the Initiative as well as after its realisation.

The beneficiary may be required to provide proof that the Initiative is effectively being implemented or has been realized.

All documentation must be retained for audit purposes. Accordingly, all documentation including copies of invoices and VAT fiscal receipts, must be retained for audit purposes for a period of up to five (5) years. Original invoices and fiscal receipts are to be submitted to the MGP along with the Final Report.

11. Disbursement following the completion of an Initiative

Upon successful completion of the Initiative, a grant payment will be issued to reimburse the VO for the expenditure incurred. The disbursement will not exceed the maximum amount specified in the grant agreement.

The VO will be considered to have successfully completed the Initiative if it has:

- (i) Carried out the Initiative in accordance with what was stipulated in the VO's application.
- (ii) Procured any goods and services in accordance with the established Guidelines and procurement procedures.
- (iii) Submitted the Final Report and Financial Statement of Expenditure forms.
- (iv) Provided valid financial documentation and fiscal receipts in relation to the eligible expenditure incurred.
- (v) Submitted the reports and documentation within the agreed timeframe.

PART B

INFORMATION ABOUT THE GOZO VO SCHEME

12 General Information about the Scheme.

12.1 Who can apply.

Eligible VOs must, by the closing date of a call for proposals:

12.1.1 be enrolled as a VO in terms of the Voluntary Organisations Act, (Chapter 492 of the Laws of Malta).

12.1.2 be fully compliant with the requisites of the Voluntary Organisations Act and its subsidiary legislation 492.01(Annual Returns and Annual Accounts);

12.1.3 be based in Gozo. This implies:

EITHER

- (i) A National Voluntary Organisation with its registered office located in Gozo from which it provides services to the Gozitan community on a regular basis.

OR

- (ii) A National Voluntary Organisation with its registered office located in Malta. Additionally, it administers a permanent premises in Gozo, from which it regularly provides services to the Gozitan community.

OR

- (iii) The applicant organisation is a subsidiary/distinct division of a National Voluntary Organisation with its registered office located in Malta. The applicant organisation administers a permanent premises in Gozo, from which it regularly provides services to the Gozitan community.

In all instances, the VO must demonstrate that the services it provides to the Gozitan community are delivered on a regular basis.

12.1.4 demonstrate the legal title (ownership) of its registered/permanent premises in Gozo.

This clause is only applicable if the applicant VO is seeking funding to undertake any action as defined in Sections 3.1, 3.2, and 3.3.

In its application, the VO must upload:

EITHER

- (i) a document demonstrating its title.

OR

- (ii) A legally binding lease agreement between the property owner and the VO, with a validity period of no less than five years from the date of application.

OR

- (iii) A legally binding document confirming the property owner's consent for the VO to use the premises, with a validity period of no less than five years from the date of application.

If the VO does not possess legal title to its premises or storage facilities, it must obtain and upload the owner's consent.

12.2 Type of application & where to apply

12.2.1 To achieve the objectives of the Scheme, **only proposals that address an Eligible Action as outlined in Section 3** will be considered.

12.2.2 For each call for proposal, **a VO can only apply to carry-out one (1) action from any defined Category.**

In the eventuality of subsequent call/s for proposals, any prospective VO - that has previously undertaken or been approved to undertake an action in a specific category; must select an action from a different category for implementation.

12.2.3 An e-application must be filled in.

Step 1: Access the link: www.vofunding.org.mt

Step 2: If it's the VO's first application via this portal, register. After registering, wait for validation. Validation is usually granted within one working day after registering.

Step 3: Access the e-application form of the specific Gozo VO Scheme.

No other type of request for funding/sponsorship will be permitted.

12.3 Number of e-applications

12.3.1 **A VO is permitted to submit only one (1) application per call for proposals.**

12.3.2 For each call for proposal, **a VO can only benefit once, either as a direct beneficiary or as a part beneficiary.**

- (i) A VO, as defined in Sections 9.1.3 (i) and 9.1.3(ii) may apply either on its own or in conjunction with other Gozo based VOs.

If the VO is applying for a joint initiative with other Gozo based VOs, the applicant VO must assume the role of the lead organization and undertake the majority of the planned tasks for the proposed Initiative.

- (ii) An organization as defined in Section 9.1.3 (iii), may apply either on its own or jointly with the the other Gozo based organisation that forms part of the same National Voluntary Organisation.

If the applicant wishes to undertake a joint initiative, it must assume the role of the lead organisation. The planned tasks of the proposed Initiative could either be carried by the lead organisation or divided amongst the Gozo based subsidiaries.

12.4 When to apply.

The MGP plans to issue up to three (3) calls for proposals annually, at regular intervals, ensuring that prospective VOs have multiple opportunities to apply throughout the year.

The FMC will establish the schedule for each call for proposals. A key determinant of the frequency of these calls is financial considerations. A call for proposals will only be issued if there are adequate funds within the allocated budget.

The e-application will be available from the announced opening date of the call for proposals. The submission deadline for applications will coincide with the advertised closing date of the call. This information will be made available via the MGP website and the Malta Council for the Voluntary Sector portal, www.vofunding.org.mt.

12.5 Duration of the Initiative

The VO shall be required to implement the Initiative within a timeframe specified by the VO. **However, the period of implementation shall not exceed twelve (12) consecutive months.**

Any extension to the implementation period - beyond the established deadline; may be granted if a request, supported by justified reasons, is made during the implementation phase of the Initiative.

12.6 Timetable of Tasks

The VO is required to provide an overview of the main tasks necessary to realise the Initiative. These tasks must be carried out within the designated implementation period of the Initiative.

This implies that:

- (i) The implementation period will commence from the date of issuance of the Grant Agreement.
- (ii) All relative quotations and invoices for the procurement of goods and services from third parties must be sought and received after the date of issuance of the Grant Agreement.
- (iii) All relevant payments to third parties must be effected within the twelve-month implementation period.
- (iv) If the VO has established that it will utilise the maximum period as permitted in Section 11.5, then the Final Report – and any relevant documentation as mandated in Section 10 (iii) & (iv); must be compiled and submitted by the 13th Month.

In the e-application, the VO will be required to indicate such tasks and when these are planned to be implemented.

The first task to be included will be the “Receipt of the Grant Agreement”, whilst the last task should be the “Submission of the Final Report”.

12.7 Projected Funds required to carry out the Initiative (Budget)

The VO must ascertain the projected expenditure necessary to realize an Initiative. To achieve this, a forecasted budget is required. This type of budget aids in planning and allocating resources effectively, setting financial goals, and making informed decisions.

Following the realisation of the Initiative, the VO will be required to produce a statement of financial expenditure.

12.7.1 At application stage, the VO will be required to estimate the projected expenditure to realise the Initiative.

- (i) The applicant VO is required to estimate the projected expenditure and classify such according to the cost headings as stipulated hereunder in Section 13.
- (ii) Any related expenditure should not exceed the maximum limits established per cost heading.
- (iii) If the VO's own financial resources are insufficient for the realization of the Initiative and co-financing has been secured, the amount received from third parties must be indicated.

- (iv) If the VO is to utilize goods and services classified as contributions in kind, their fair market value must be specified.

12.7.2 Following the realisation of the Initiative, the beneficiary VO will be required to produce a statement of financial expenditure.

- (i) The VO will be provided with a template of the statement of Financial Expenditure to facilitate the recording of invoices and receipts.
- (ii) The VO will be required to input the incurred expenditure in accordance with the specific cost heading.
- (iii) Any incurred expenditure in excess of the budget estimates for each specific cost heading will be excluded from the final grant payment.
- (iv) In the eventuality that the incurred expenditure varies from the budgeted expenditure, certain variations to the budgeted cost heading estimates may be permitted provided that:
 - the total budget estimate to realise the Initiative, is not altered.
 - the VO has sought and attained authorization from the MGP to effect changes to the estimates of the cost headings.
 - Any requests - to alter the budgeted cost heading estimates; are effected prior to the submission of the Final Report.

13. Eligible Costs

The grant may cover up to 100% of the expenditure incurred for the realization of the Initiative. To qualify for coverage under the VO Scheme, the following parameters must be met:

- (i) Be necessary for the implementation of the Initiative
- (ii) Be accounted for in the provisional estimated budget, required to realise the Initiative
- (iii) Be consistent with the principles of sound financial management, in terms of value for money and cost-effectiveness.
- (iv) Be truly and actually incurred by the beneficiary VO during the lifetime of the Initiative.
- (v) Be recorded in the beneficiary's accounts in accordance with applicable accounting principles.
- (vi) Be declared in accordance with the requirements of the applicable tax and social security legislation.
- (vii) Be backed up by original supporting documents and Value Added Tax compliant invoices and receipts.

Any procurement procedure undertaken must be in accordance with the Procurement Regulations as outlined in Section 15.6.

Payments to third party suppliers and service providers (local and foreign) are to be solely effected by means of the financial resources that are directly administered by the VO.

13.1 Direct Costs

- (i) Any expenditure directly associated with the execution of works at the VO's premises and facilities.
- (ii) Any expenditure incurred for the procurement, delivery and installation of any machinery, equipment, appliances, furniture and materials directly associated to the Initiative.
- (iii) The provision of services rendered by third party service providers directly associated to the Initiative.

13.1.1 At the application stage, the VO must clearly delineate the chosen action and relevant tasks to be undertaken. Additionally, an estimate of the costs for works, items to be procured, and services to be sought must be explicitly outlined.

13.2 Staff Costs

The remuneration of any personnel currently employed by the VO is considered as an eligible expense, if any portion of their work is directly associated with the Initiative.

Registered committee and enrolled members of the VO may not receive any remuneration for the services they provide to the Initiative.

Eligible Staff costs are restricted to the following percentage thresholds of the allocated total direct costs.

Task	Percentage of the Total Direct Cost (%)
Administrative and Logistical Support	5%
Professional Services rendered (Examples of such services, but not limited to counselling, lecturing, tutoring, delivering of presentations)	15%

13.2.1 If the VO intends to involve its personnel in the implementation of the Initiative:

- (i) At the application stage, the VO will be required to clearly state:
 - The number, role and extent of involvement of staff members in the Initiative.
 - An estimate of the associated expenditure.
 - Attach an updated list of employees employed by the VO. The latest employment history issued by Jobsplus will suffice.

(ii) In its Final Report, the VO will be required to include:

- A statement detailing the extent of their staff's involvement in the Initiative, including their name and surname, the period of involvement, the number of hours worked, and the type of tasks undertaken.
- the monthly payslips of the personnel involved in the Initiative.

13.3 Hospitality Costs

Hospitality encompasses the provision of services and amenities directly related to the cordial and generous reception of or disposition towards members of the VO, the participants, and/or the general public.

Any hospitality expenditure incurred must be limited to the following maximum thresholds of the Total Direct Costs.

Priority Action	Percentage of the Total Direct Cost (%)
Actions 3.1.1 – 3.1.6	10%.
Actions 3.2.1 – 3.2.7	10%
Actions 3.3.1 – 3.3.2	10%
Actions 3.4.1 – 3.4.3	5%
Actions 3.4.4 – 3.4.5	10%
Actions 3.5.1 – 3.5.3	10%
Actions 3.5.4 – 3.5.6	5%

13.3.1 At the application stage, the VO is required to specify the type of hospitality, including food and beverage and other related expenses and provide an estimate of these cost components.

13.4 Marketing and Communication Costs

To promote the Initiative and enhance the Scheme's visibility, it is necessary to engage in advertising, marketing, promotional, and public relations activities, as well as any other forms of communication through various media channels. All related expenditure is considered as an eligible expense.

Such expenditure is limited to a maximum of 5% of Total Direct Costs.

13.4.1 At the application stage, the VO is required to specify the type of marketing, promotional efforts and public communications and to provide an estimate of these cost components.

13.5 Indirect Costs

Any expenditure incurred by the VO that is not necessary for the implementation of the Initiative, is considered as an ineligible expenditure.

14. Criteria used to assess a proposal

Eligibility Criteria

To be eligible for funding:

14.1 Eligible Applicants

14.1.1 The VO meets the established criteria of the Scheme as outlined in Section 12.1.

14.2 Eligible Proposals

14.2.1 The proposed Initiative addresses at least one of the Actions of the Scheme as outlined in Section 3.

14.2.2 The proposed Initiative will be fully implemented in Gozo.
This clause is not applicable for proposals addressing the Priority Actions outlined in Sections 3.4.1, 3.4.2, and 3.4.3.

14.2.3 The proposed Initiative will be completed within twelve (12) consecutive months following the issuance of the Grant Agreement.

14.2.4 A proposal that is not deemed ineligible as outlined in Section 4.1.

14.3 Eligible Applications

14.3.1 Submitted online through the apposite e-application form. No other form of transmission will be accepted.

14.3.2 Submitted by the closing date of the call for proposals.

Exclusion Criteria

14.4 Conditions for Applicant Disqualification.

The VO must demonstrate that:

14.4.1 It is not in any of the situations - listed below; that would disqualify it from receiving financial support under the Scheme:

- The VO is bankrupt or being wound up
- The VO is under investigation by the Commissioner for Voluntary Organisations
- The VO has not yet submitted their financial returns to the Commissioner for Voluntary Organisations as per LN 379 of 2012

- The VO is having their affairs administered by the courts, and/or has entered into an arrangement with creditors, and/or has suspended activities, and/or is the subject of proceedings concerning those matters, and/or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- The VO has been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*
- The VO has been found guilty of grave professional misconduct proven by any means which any Government Ministry, Agency, Authority or Entity can justify
- The VO has not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the Laws of Malta
- The VO is the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Government of Malta's financial interests
- The VO has been declared to be in serious breach of contract for failure to comply with their contractual obligations with any Government Ministry, Public Agency, Authority or Entity.

14.4.2 It is not subject to a conflict of interests.

14.4.3 It has not been determined to be culpable of misrepresentation in providing the required information or has failed to provide the requested information.

Capacity Criteria

14.5 Financial Capacity

14.5.1 The VO must demonstrate that it has stable and adequate financial resources to carry out the proposed Initiative.

14.6 Operational Capacity

14.6.1 The VO must also demonstrate that it has the required human resources and motivation to complete the proposed Initiative.

Quality of Proposal Criteria

14.7 Application Quality Assessment

Assessment Criteria		Points*
14.7.1	Clarity of the e-application form	5
14.7.2	The relevance of the Initiative. The proposal's alignment with the objectives and priorities of the Gozo VO Scheme.	15
14.7.3	Expected Outcome and Impact resulting from the Initiative The expected outcomes and benefits.	10
14.7.4	The quality and thoroughness of the proposal. The content, methodology and comprehensiveness of the proposal.	15
14.7.5	Expenditure Rationale and Financial Justification. The clarity, precision and appropriateness of the requested funds, accompanied by a comprehensive and concise budget breakdown.	20
14.7.6	Publicity of the Initiative and Visibility of the Scheme Promotion of the Initiative and enhancement of the Gozo VO Scheme's visibility.	10
14.7.7	Organisational Capacity of the applicant. The ability of the applicant to effectively manage and implement the proposal within the given timeframe and budget.	10
14.7.8	Stakeholder Engagement The impact on the target audience. The engagement and active participation of the beneficiaries and the general public.	5
14.7.9	Involvement of persons with fewer opportunities in terms of inclusion, diversity and equality.	5
14.7.10	The potential of the Initiative in offering continuity and legacy	5
Total Marks		100

*Where appropriate, half marks may be given

The aforementioned scores are provided as a guideline to aid prospective applicants.

15. Other Provisions

15.1 Ethical considerations

Any proposal that potentially contravenes fundamental ethical principles or fails to meet any conditions outlined in these guidelines, may be excluded from the selection process at any stage.

Furthermore, the MGP reserves the right to invalidate the Grant Agreement and withhold financial assistance if it determines that a beneficiary has committed a wilful action that contravenes fundamental ethical principles during the implementation of the Initiative.

15.2 Recovery of Funds

If a beneficiary fails to honour the terms of the grant agreement, the MGP shall issue a written notice to the VO specifying the particular terms of the grant agreement that have not been honoured.

This notice will include evidence of non-compliance and a request for corrective action within a designated timeframe. The VO will be afforded an opportunity to respond to the notice of non-compliance.

The MGP shall review the response from the VO. If the response is deemed insufficient or if the VO fails to respond within the specified timeframe, the FMC will determine the appropriate course of action. The FMC reserves the right to initiate proceedings to recover any funds disbursed to the VO.

15.3 Data Protection

All personal data contained in the e-application and grant agreement shall be processed in accordance with the Data Protection Act as per local legislation.

This data will be processed exclusively for the implementation and evaluation of the Scheme. It may also be transferred to authorized inspectors or auditors appointed by the MGP and/or the Ministry of Finance.

15.4 Procurement Regulations

Beneficiaries are to comply fully with the Public Procurement Regulations set and must abide with the procurement threshold as per table hereunder.

Procurement Procedures for Works, Supplies and Service Provision		
Value of Item / Service	Made Through (Procedure)	Requirements
Under €500	Direct Order	<ul style="list-style-type: none"> • Approval to initiate a direct order procedure must be obtained from MGP. • May be utilised for a cumulative total of €500 (exclusive of VAT) • Provisions in Section 15.4.2 also apply
From €501 - €5000	Request for Quotations	<ul style="list-style-type: none"> • Issue call for quotations. • Minimum of 3 quotations might be attained. • An advertisement for each call for quotation must be disseminated through social media. • Provisions in Section 15.4.3 also apply
Note: All figures are NET (exclusive of VAT)		

15.4.1 Bid Evaluation Criterion

All received bids are to be evaluated based on the criterion of the lowest technically compliant bid. This ensures that the selected bid not only meets the technical requirements but also offers the most cost-effective solution.

15.4.2 Direct Orders

Procurement procedures made through Direct Orders will be permitted subject to the following provisions:

- (i) Approval to initiate a direct order procedure must be obtained from the MGP. The VO must furnish a clear and detailed justification for its request to utilize a direct order procedure.
- (ii) The value of the works/supplies/services procured through Direct Orders must not exceed (in total) five hundred Euro (€500) exclusive of VAT.
- (iii) When no bids are received, within the pre-determined period of submission of quotes/offers, following the publication of either a request for quotations and/or a call for tender.
- (iv) When for technical or artistic reasons, or for reasons connected with the protection of exclusive rights, the services may be provided only by a particular service provider.
- (v) In so far as is strictly necessary, when the time-limits for open procedures referred to in the Procurement Regulations cannot be respected for reasons of extreme urgency occasioned by unforeseeable events. The circumstances cited to justify urgency must not be attributable to the VO.

- (vi) In instances of unforeseen circumstances necessitating additional works, supplies, or services not included in the submitted proposal. Such additions must be strictly essential for the realisation of the Initiative. Any award to third party economic operators must be granted to the economic operator currently executing the said works, service provision or supply.

Repetitions of Direct Orders for identical supplies/services/works will not be permitted.

Division of Direct Orders to bypass threshold set is strictly prohibited.

15.4.3 Request for Quotations

- (i) Must be requested with a specified deadline
- (ii) Must be attained within the same period
- (iii) The Voluntary Organisation must issue requests for quotations to a minimum of three distinct economic operators.
- (iv) A minimum number of 3 quotations must be attained. If the VO cannot attain three quotations, it must provide evidence that it had done its uttermost to seek and attain quotations.
- (v) Mandatory publication of the request for quotations must be disseminated via the VO's social media &/or website.

PART C

INFORMATION FOR APPLICANTS

16. How to formulate a good proposal?

As a potential beneficiary, the VO must ensure that their organisation and its application comply with the requisites as outlined in Section 14. This implies that:

- (i) The applicant VO complies with the requisites established in Sections 14.1 and is not subject to any disqualifying conditions listed in Section 14.4.
- (ii) The proposed Initiative will adhere to the requirements outlined in Sections 14.2 and 14.3.
- (iii) The applicant VO possesses the capacity and capability to execute the Initiative as indicated in Sections 14.5 and 14.6 respectively.
- (iv) The proposal will be presented in a manner that facilitates assessment against the Quality of Proposal criteria outlined in Section 14.7.

The following sub-sections originate from the e-application and are intended to assist the applicant VO in preparing its proposal. For each sub-section, the indicative assessment criteria are being provided.

16.1 The Concept (30 marks)

The Initiative must have a clearly defined scope that aligns with the Objectives and Priority Actions established for the Gozo VO Scheme.

The VO is required to specify the objectives of the Initiative, the anticipated outcomes, and the manner in which it will impact its future and/or promote long-term stability and growth within the Gozitan community. Additionally, the VO must substantiate the Initiative's utility and indispensability.

Section	Assessment Criteria	Points
14.7.2	The relevance of the Initiative.	15 points
14.7.3	The impact of the Initiative	10 points
14.7.10	The potential of the Initiative in offering continuity and legacy	5 points

16.2 Methodology (30 marks)

In its proposal, the VO must outline a clear plan of action to realize the Initiative, detailing concrete tasks and activities with justified timeframes.

The VO is required to provide a detailed and concise description of all the tasks and aspects of the Initiative, including any specific preparatory activities undertaken such as preliminary market research, technical reports, equipment specifications, artistic designs and draft content.

The VO will be required to demonstrate the level of commitment and preparation that has led for the proposed Initiative.

The VO must be aware of the provisions and conditions outlined in Annex II during the application and implementation phases of specific Priority Actions.

In the 'Timetable of Actions' section of the e-application, the VO should define tasks and specify their implementation timeframes. The first deliverable is scheduled upon signing the Grant Agreement, and the final deliverable is due upon submission of the Final Report.

Section	Assessment Criteria	Points
14.7.1	Clarity of the Proposal	5 points
14.7.4	Overall quality of the Proposal	15 points
14.7.7	Organisational Capacity of the VO	10 points

16.3 Target Audience and Visibility Aspects (20 marks)

A marketing programme, including outreach and promotional activities, should be devised and integrated into the programme of tasks.

All promotional activities/materials must prominently display the MGP's logo and the VO is required to acknowledge the financial assistance provided by the MGP.

The VO must identify a target audience and demonstrate the strategies for engagement. It is envisaged that that the VO will also engage the general public. The methods of this engagement should be clearly outlined.

Section	Assessment Criteria	Points
14.7.6	Publicity of the Initiative & Visibility of the Scheme and MGP	10 points
14.7.8	Stakeholder Engagement	5 points
14.7.9	Involvement of the general public & marginalized individuals	5 points

16.4 Financial Planning (20 marks)

- (i) The VO must develop a comprehensive and realistic budget estimate for the expenditure necessary to implement the Initiative.

- (ii) The VO is to classify the planned expenditure into specific cost components as outlined in Section 13. And any planned expenditure should not exceed the maximum thresholds established per cost heading.
- (iii) The VO must specify the sources of funding to realise the Initiative, whether from its own resources or secured from external sources. If the VO's own financial resources is not sufficient to realize the Initiative and co-funding has been secured, it must indicate the third-party source/s and the amount received.
- (iv) If the VO is to utilize goods and services classified as contributions in kind, their fair market value must be specified. As in (iii) the VO must indicate the provenance.

In both instances of (ii) and (iii), the VO must specify in its proposal, the type of financial and non-financial assistance received, as well as the source/s of such assistance.

Section	Assessment Criteria	Points
14.7.5	Budget Justification	20 points

17. Contact Details

Ministry for Gozo & Planning
 Gozo VO Scheme
 St Francis Square
 Victoria

Email: gozovoscheme.mgp@gov.mt
 Telephone : 22100159

Annex I Eligibility and Selection Criteria & applicable marking

Section of the Guidelines	Part A - The Applicant Voluntary Organisation	
14.1	The applicant is enrolled with the Commissioner for Voluntary Organisations	Yes/No
	The applicant adheres to the provisions of the Voluntary Organisations Act of the Laws of Malta	Yes/No
	The applicant is a VO based in Gozo.	Yes/No
	The applicant has demonstrated that it provides services to the Gozitan community on a regular basis.	Yes/No
14.4	The applicant is not in any situation - as established in the Exclusion Criteria; which would prevent it from receiving a grant	Yes/No
14.5	The applicant has proven its financial capacity to support the implementation of the Initiative.	Yes/No
14.6	The applicant has demonstrated its operational capacity to support the implementation of the Initiative.	Yes/No
	Part B - The Proposed Initiative	
14.2	The proposed Initiative addresses <u>one</u> of the eligible Priority Actions	Yes/No
	The proposed Initiative will be fully implemented in Gozo. <i>NB. This clause is not applicable for proposals addressing Actions 3.41,3.42 and 3.43</i>	Yes/No Not Applicable
	The proposed Initiative's duration aligns with the maximum allowed execution period	Yes/No
	The proposal is not categorized as ineligible, as per requirements in Section 4.1	Yes/No
14.3	The proposal has been submitted through the designated e-application website	Yes/No
	The proposal was submitted within the designated submission period	Yes/No
14.7	Part C - Selection Criteria	Points
14.7.1	Clarity of the e-application	5
14.7.2	Relevance of the Initiative	15
14.7.3	Expected Outcome and Impact resulting from the initiative.	10
14.7.4	The quality and thoroughness of the proposal.	15
14.7.5	Expenditure Rationale and Financial Justification	20
14.7.6	Publicity of the Initiative and Visibility of the Scheme.	10
14.7.7	Organisational Capacity of the VO	10
14.7.8	Stateholder engagement.	5
14.7.9	Involvement of persons with fewer opportunities in terms of inclusion, diversity and equality.	5
14.7.10	The potential of the Initiative in offering continuity and legacy.	5
	Total Marks	100

Annex II : General Provisions and Specifications.

The following provisions and conditions apply to the following Priority Actions.

A Initiatives targeting Actions: 3.1.1 – 3.1.6

Works and Improvements to facilities

- *At the application stage, the Voluntary Organisation must clearly demonstrate the necessity and utility of the proposed works or general improvements it intends to undertake within its premises, or the type of enhancements to the facilities regularly used by the organisation.*
- *The VO is required to upload in its e-application, a technical report - drawn up by either a technical professional or a warranted architect/mechanical/electrical engineer; indicating the nature of the works and projected costs. Any works must adhere to Planning Authority permissions.*
- *Any proposal will be deemed as ineligible if the intended objective is EITHER to part-finance works that form part of a major project OR if the total projected outlay to realise the proposed works, exceeds ten thousand euro €10,000.*
- *The VO must ascertain that mandatory requirements as stipulated by law and/or regulatory authorities are to be adhered to.*
- *All works shall be executed in accordance with the relevant trade standards. The materials used must be of high quality and the VO must take necessary measures to minimize waste.*
- *Any waste material generated shall be disposed of in an environmentally friendly manner.*

B Initiatives targeting Actions: 3.2.1 – 3.2.7

Procurement of equipment, furniture and appliances

- *At the application stage, the Voluntary Organisation will be required to clearly demonstrate the need and utility of such items. A breakdown of the estimated cost of the items will also be required.*
- *The VO is encouraged to procure Energy Efficient and Energy Saving equipment and appliances.*
- *Any waste generated must be disposed of in an environmentally friendly manner*
- *The direct replacement of any existing equipment, appliances and furniture situated within the VO's premises is not permitted, if it is not duly justified at application stage.*
- *The procured items shall remain within the permanent premises of the Voluntary Organisation in Gozo. An inventory record must be maintained.*
- *If the VO intends to carry out Action 3.2.6 – that is acquire personal mobility aids and personal care equipment; such equipment must remain the property of the VO and can be loaned out to the targeted participants for home use for a definite period, free of charge.*

C. Initiatives targeting Actions: 3.3.1 – 3.3.2

The enhancement of Gozo's Artistic Heritage

- *At the application stage, the VO is to clearly demonstrate the scope of the Initiative*
- *A breakdown of the relative works &/or estimated costs is to be uploaded with the application.*
- *Any lighting equipment and lamps procured must be energy efficient.*
- *The use of hazardous materials will not be permitted.*
- *The VO must ascertain that mandatory requirements as stipulated by law and/or regulatory authorities are to be adhered to.*
- *All works shall be executed in accordance with the relevant trade standards. The materials used must be of high quality and the VO must take necessary measures to minimize waste.*
- *Any residual waste generated shall be disposed of in an environmentally friendly manner.*

D. Initiatives targeting Actions: 3.4.1 – 3.4.3.

Participation in international activities.

- *VOs are encouraged to identify and engage in international activities that foster positive changes for the organisation, including but not limited to enhancing its members' skills and competencies and the improvement of service provision.*
- *It is imperative that the VO obtains an official invitation and confirmation of attendance and/or participation from the hosting organization both prior to and following the Initiative. This implies that:*
 - *At application stage, the VO must upload the host's programme &/or agenda &/or invitation.*
 - *In the final report, the VO must attach an official certificate of attendance &/or participation.*
- *The following proposals are deemed ineligible under the Scheme:*
 - *Any proposal requesting overseas one-day trips - departing and returning on the same day.*
 - *Training camps/tournaments without an official invite from a host organisation*
 - *Any proposals envisaging solely visits or excursions to sporting venues/sports training facilities/host organisations.*
 - *If a proposal includes visits or excursions to sporting venues/sports training facilities/host organizations, such expenditure is deemed as an ineligible expense.*
- *A breakdown of the relative planned expenditure - participation fees, travel and hospitality arrangements; are to be uploaded in the e-application.*
- *The following expenditure is capped:*
 - *Local Ferry transportation is limited to the Gozo resident passenger rates.*
 - *Local Land transportation is capped at twenty euro (€20.00) per member of the VO or per player of a Sporting VO.*
 - *Air travel expenses are capped at two hundred euro (€200.00) per member of the VO, or per player of a Sporting VO. These expenses include passenger flight ticket and 10kg luggage allowance, from and to Malta International Airport. The VO is required to secure the lowest available airline class rate — economy or tourist class of comparable quality and convenience.*
 - *Sea travel (enroute to Sicily) is capped at fifty euro (€ 50.00) per member of the VO, or per player of a Sporting VO.*

- Board & Lodging is capped at one hundred euro (€100.00) per day per member of the VO, or per player of a Sporting VO.
- Land transportation abroad expenses limited to fifty euro (€ 50.00) per member of the VO, or per player of a Sporting VO.
- To attain reimbursement for any travel, board and lodging expenses incurred, the VO must:
 - Seek and attain authorisation from the MGP prior to any commitments and subsequent travel, board and lodging if such are to be made through a direct order procedure. Provisions of Section 15.4.2 also apply
 - Comply with the Procurement Regulations as indicated in Section 15.4. For any travel, board and lodging arrangements, the VO must seek and attain a minimum of three quotations from service providers. Quotations sought from online platforms will be permitted and local service providers must be licensed providers.
 - Attain an official certificate of attendance/participation from the host organisation. This is an official receipt issued by the foreign hosting body or organization, certifying that the member of the VO or player of a Sporting VO, participated in the specified event or activity.
 - Submit all flight tickets and Board and Lodging bills.
 - All related expenditure incurred must be substantiated by receipts. Each receipt must be accompanied by a detailed explanation of the cost and a justification for the corresponding expense.

The VO will only be reimbursed an amount that does not exceed the established cappings for the specified expense item.

E Initiatives targeting Actions: 3.4.4 – 3.4.5 & Action 3.5.3

Hosting of activities.

- VOs are encouraged to identify and host activities that foster positive changes for the organisation, its members and/or the Gozitan society.
- Distinguished individuals – such as but not limited to Guest experts, speakers, coaches, master crafts persons and professionals, both local and foreign nationals; may be invited to participate in such activities.

This implies at the application stage; the VO must upload with its application:

 - A formal invitation to the distinguished individuals, along with their confirmation of acceptance to attend or participate.
 - The distinguished individuals' financial remuneration arrangement.
 - A draft agenda/programme/session indicating the number of sessions being proposed and their duration
 - Typical sessions are as follows: Morning session from 09:00 to 13:00; Afternoon session from 13:00 to 17:00; and Evening session from 16:00 to 20:00
- A breakdown of the relative planned expenditure including travel and hospitality arrangements for the distinguished individuals are to be uploaded in the e-application.
- The following expenditures related to distinguished individuals are subject to a capping:
 - The fees for the services rendered by the distinguished individual is capped at two hundred euro (€200.00) per 4 hour session. Pro rata entitlement applies to sessions that are shorter than 4 hours.
 - Local Ferry transportation. Only passenger adult rates apply
 - Local Land transportation is capped at twenty euro (€20.00) per person.
 - Air travel expenses. Applicable exclusively to foreign nationals who have been invited to participate in the Gozo activity. These are capped at two hundred euro (€200.00) per person. These expenses include passenger flight ticket and 10kg luggage allowance, and transportation from and to Malta International Airport. The VO is required to secure the lowest available airline class rate — economy or tourist class of comparable quality and convenience.

- Sea travel. Applicable exclusively to foreign nationals traveling to and from Sicily, who have been invited to participate in the Gozo activity. This is capped at fifty euro (€ 50.00) per person.
- Board and lodging arrangements are also subject to a daily rate capping.
 - Distinguished guests – whether Gozitan residents or Maltese residents¹, who attend to at least two sessions on the same day are entitled to a meal allowance, if no hospitality arrangements are provided for during the sessions.
 - Distinguished guests, whether Maltese residents or foreign nationals, who are required to travel to Gozo and stay overnight in Gozo and conduct at least two sessions are entitled to a board and lodging per night allowance. This allowance is applicable from the day before the sessions, on the day of the sessions, and up to the day after the sessions.

	Minimum Applicable requirement:	Daily Rate
Meal Allowance	Distinguished guests conduct at least 2 sessions on the same day.	€40.00
Board & Lodging		€120.00

For instance, if a distinguished foreign guest is invited to conduct two sessions in a single day, the guest is entitled to: 2 nights x €120.00 = €240.00 board and lodging allowance.

- To obtain reimbursement for any travel, board, and lodging expenses incurred, the VO must:
 - Comply with the Procurement Regulations as indicated in Section 15.4. For any travel, board and lodging arrangements, the VO must seek and attain a minimum of three quotations from service providers. Quotations sought from online platforms will be permitted and local service providers must be licensed providers.
 - Seek and attain authorisation from the MGP prior to any commitments and subsequent travel, board and lodging if such are to be made through a direct order procedure. Provisions of Section 15.4.2 also apply.
 - All related expenditure incurred must be substantiated by valid receipts. Each receipt must be accompanied an invoice or a detailed explanation of the cost and a justification for the corresponding expense.
 - The VO will only be reimbursed an amount that does not exceed the established capping for the specified expense item.

¹ A Maltese resident is defined as an individual holding a Maltese Identity card, whose permanent residential address, as indicated on the Identity card, is located on the Island of Malta.