NGO Co-Financing Fund (NCF) *is intended to support the co-financing obligations of Voluntary Organisations (VOs) benefitting from EU institutions funding. It is managed by the Malta Council for the Voluntary Sector (MCVS) supported by the Ministry for Inclusion and the Voluntary Sector (MIV).*

Guidelines for Applicants

January 2026

Malta Council for the VOLUNTARY SECTOR

GOVERNMENT OF MALTA
MINISTRY FOR INCLUSION
AND THE VOLUNTARY SECTOR

Malta Council for the VOLUNTARY SECTOR

NGO Co-Financing Fund

NGO Co-Financing Fund Guidelines for Applicants 2026

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PART A – GENERAL INFORMATION ABOUT THE SCHEME

1. Overview

The NGO Co-Financing Fund (NCF) aims to support the co-financing obligations of Voluntary Organisations (VOs) benefitting from funding from EU institutions, EEA Grants, Norway Grants, Bilateral Agreements (including the Swiss Maltese Cooperation Programme), and the Council of Europe. The purpose of this fund is to ensure that VOs successful in the attainment of funding are not burdened with the excessive financial implications brought about throughout the awarded project.

The NGO Co-Financing Fund will enable funding resources to be made more easily available to VOs, which are often well placed to respond to a specific project, development issues, or project realisation, but not necessarily well equipped to deal with the demands of the required financial element[1], stipulated under the respective Programme, that the beneficiary is applying for.

The NGO Co-Financing Fund is intended to create and provide an additional funding source and shall not replace financial support from other sources. The NCF should complement and not replace existing activities supported by EU Funding and other financial sources.

2. What is the budget?

The total amount of funds allocated to the NGO Co-Financing Fund for the year 2026 is €300,000.

The call for applications for NGO Co-Financing Fund is open on a need basis, and funds are allocated to applicants, subject to evaluation by the Malta Council for the Voluntary Sector (MCVS).

Application approval is on a first-come, first-serve basis until funds are exhausted.

Any applications submitted after the funds are exhausted will not be taken into consideration.

[1] Under the Co-Financing Funds for NGOs Application, the financial element is referred to as the NGO Financial Share

PART B – INFORMATION ABOUT THE SCHEME

3. What are the criteria used to assess the Scheme?

a. Eligibility Criteria	
Eligible Criteria	
To apply and be eligible for funding under the NCF, a VO should have the following: • At application and submission stage of e-application form, the applicant must be enrolled and compliant with the Office of the Commissioner for the Voluntary Organisations (OCVO). Sports Voluntary Organisations must also be registered with the Authority for Integrity in Maltese Sport (AIMS). • Applicant must have successfully obtained funding or are partners for a project from the EU institutions, EEA Grants, Norway Grants, bilateral agreements (including the Swiss Maltese Cooperation Programme) and the Council of Europe. • Applicants must have been awarded or are partners to these projects for which the VO must cover its own financial contribution from the projects total eligible value. • At application stage a VO must have a Project Approval Letter issued from the Competent Authority. • At application stage a VO should submit a draft or an endorsed Grant Agreement • All required correct documentation has been submitted in full at application stage. • Eligible applicants are to submit **one** application per project under the NCF Scheme. A second or third application form may be considered if there are surplus of funds at fourth quarter of year.	
Number of e-applications	The maximum amount per VO per project, per year is, capped at €20,000. The minimum amount the VO can apply for is

	€2,000. Once the maximum amount is reached, other applications will automatically be disregarded.
Where to apply?	E-applications must be submitted to the Malta Council of the Voluntary Sector's online Funding portal accessed through: https://vofunding.org.mt/admin/funds/208
When to apply?	• The e-application shall open on: ***25th February 2026 at noon*** • Applications shall close once funds have been exhausted.
b. Exclusion Criteria	
Exclusion criteria	• Should the project be completed and the period between the date of submission of the NCF Application and the date of the Closure Report is more than one year (12 months). • VOs not enrolled and compliant with the Commissioner for VOs (OCVO) until the date of submitted e-application. • Sport Voluntary Organisations that are not registered in accordance with the framework established under the Sports Governance and Integrity Act (Chapter 626 of the Laws of Malta). • Projects which are 100% funded through the above-mentioned EU institutions. • Projects not yet approved for funding. • Do not have a draft or endorsed Grant Agreement.

	• Incorrect and incomplete application forms. This includes all submitted required documentation.

4. What is the VO required to submit?

4.1 Documentation

The following documents are required at submission stage for a project proposal to be considered under the NCF Scheme:

- Copy of the Approval Letter from the competent Authority indicating the amount awarded to the applying VO.
- Copy of Application Form submitted under EU funding programme.
- Copy of the signed Grant Agreement or copy of draft agreement.
- Where applicable, partner agreements and relevant documentation.
- Declaration letter confirming that there is no double funding being claimed.
- VO Bank account details: account name, creditor address, and full IBAN number.
- If the project has been concluded the applicant is also required to upload a copy of the endorsed Closure Report not later than 12 months from the closing date of the project.

4.2 How to fill in the Financial Sector of the Application

- The 'Total Project Value' under the NGO Co-Financing Funds for the VO's application is equal to the EU Contribution PLUS the VO Financial Share PLUS the Partners' Financial Contribution.
- The 'NGO Financial Share' under the NGO Co-Financing Fund Application is the estimated amount that is expected to be incurred by the VO, i.e., the VO financial contribution and eligible share of the Applicant, in accordance with the NGO co-financing rate.

Example:

Total Project Value	€25,000.00
EU Contribution Share	€20,000.00
NGO Financial Share	€5,000.00
Co-Financing Rate	20%
Amount requested via NGO Co-Financing Fund Application	€5,000.00

N.B. - It is important that the applicant uploads all documentation under the online system, which substantiates the figures provided under the application. Should the entire set of required documents not be provided, the application may be rejected.

4.3 Evaluation Process

The call for applications for the NGO Co-Financing Fund is subject to the approval of the Malta Council for the Voluntary Sector. This scheme allocates funds according to the needs of the sector and until funds are exhausted.

Once the online application has been properly filled in, the electronic form will be reviewed and evaluated to:

- Validate the information provided under the application.
- Verify whether the applicant is compliant with a set of administrative and eligibility criteria.
- Evaluate and where applicable rank applicants for grant.
- Recommend the final estimated maximum grant amount.
- Issue results, grant agreement/ approval letter.

Nevertheless, at any stage of the application process, the application may be **rejected.** In the case where information or clarifications are required, the applicants will be notified in writing.

4.4 Check the financial conditions

a. Financial Contribution

The Malta Council for the Voluntary Sector shall support the public funds percentage (according to the EU project submitted and EU contribution) which will be financed by the VOs

from their own sources, and award the actual VO financing share, however subject to Part B 3a “Number of e-applications” of these guidelines.

b. Double Financing

To avoid the risk of double-funding, the applicant must indicate in the relevant section of the e-application form, the sources and the amounts of any other funding received or applied for in the same financial year.

c. Partners

The partners’ financial contribution is the estimated amount, which is expected to be incurred by the partners, i.e., the partners’ contribution to the project. There are cases whereby an applicant has partners who do not contribute financially to the project but provide administrative assistance and expertise. Nonetheless, this is specified under the grant agreement.

Part C - INFORMATION FOR APPLICANTS

5. What happens once your e-application is approved?

5.1 Grant Agreement

In the event of a definitive approval of the application form submitted, a grant agreement is drawn up between the MCVS and the beneficiary. The agreement is drawn up in Euros (€) with the details of the conditions and funding amount. The grant decision is a unilateral act awarding a subsidy to a beneficiary.

This agreement must be signed and returned to the Malta Council for the Voluntary Sector. The MCVS will be the last party to sign.

If during the application stage the project is finalised, a commitment letter is issued for a one-time payment.

5.2 Payment Procedures

The projects supported under the NCF Scheme will be subject to a payment procedure consisting of one pre-financing payment and a final payment/recovery of the balance due, as described below:

a. Pre-financing Payment

A pre-financing payment of 50% of the estimated maximum grant amount will be transferred to the beneficiary within 60 days of the date when the last of the two parties sign the agreement. Pre-financing is intended to provide the beneficiary with afloat.

b. Payment or recovery of the balance

i. The amount of the final payment to be made to the beneficiary will be established upon the submission of the endorsed Closure Report and is subject to MCVS verification. Closure report must be submitted not later than one year (12 months) from the closing date of the project.

ii. If the eligible costs actually incurred by the beneficiary during the project are lower than the pre-financing payment, the beneficiary will be required to refund the excess amount already transferred under the pre-financing payments.

iii. If the closure report of the amount contributed by the EU is different from the application amount, the total amount of the co-financing grant will be reviewed and is subject to the EU final contribution amount on the closure report.

iv. Grants to projects may also be awarded to projects that have already been completed. In such cases, following the necessary checks, the initial payment will be on a one-time, full, and final payment.

c. Calculation of the total actual grant amount and the final balance, upon project closure

Upon finalisation of the project, the NCF official shall make all necessary checks with the VO to present the closure report which stipulates the actual EU contribution. The NCF official shall confirm the final total actual grant amount due to the VO calculated in accordance with the following method:

d. Other Considerations

i. If the total eligible project cost at the closure of the project is more than the amount stipulated under the approval letter for funding or the grant agreement with the managing authority, the VO will be awarded the total amount according to the NCF grant agreement.

ii. Other considerations as per the Funding letter approved or the Grant agreement with the managing authority should the total eligible project cost at the closure of the project be lower than the stipulated amount:

   a. If the percentage is still above the maximum amount after the calculations in section 5C, the VO will be awarded the amount agreed in the NCF grant agreement of the maximum financial assistance of €20,000.
   b. If the percentage is below the maximum amount after the calculations in section 5C, the VO will be awarded a percentage of the total amount specified in the NCF grant agreement according to the final EU contribution.

iii. If following the presentation of the closure report, the actual VO financial share which occurred during the project is lower than the initial payment paid by the MCVS, the beneficiary will be required to refund to the MCVS any excess amounts transferred under the initial payment.

iv. Following the verifications, the Malta Council for the Voluntary Sector shall issue balance payments or recovery orders on a case-by-case basis.

v. In situations where the initial payment is less than the maximum amount agreed as per grant agreement, or a recovery of funds is required, the beneficiary shall have 5 working days during which an appeal to the decision of MCVS can be filed. MCVS shall receive and examine any appeals lodged in writing. The decision of the MCVS shall be final.

vi. The beneficiary will be required to refund back the whole sum received, with reservation for any further actions that MCVS may deem appropriate in case of:

   a. misappropriation of received funds
   b. falsification of the documentation
   c. falsifications of declarations

In certain cases, the Malta Council for the Voluntary Sector shall reserve the right to institute legal proceedings against the VO.

vii. In the case where the co-funded project is for any reason withdrawn or not fully implemented, MCVS shall release the allocated funds and utilise them for other projects. MCVS reserves the right to issue a recovery order for the whole or part of the allocated funds, including funds that have not been utilised or ineligible expenses. In the case that the beneficiary fails to comply with the provisions of this clause, the VO may be precluded from applying for funds issued by the MCVS in the future.

6. Publicity

Besides the legal obligations, VOs are requested to provide proper publicity to inform the public of the European Union's financial support. In addition, they are obliged to follow the latest Marketing Guidelines issued by MCVS. This must be done according to the below instructions.

6.1 Logos and Disclaimer

- Proper use the official logos of (i) the Malta Council for the Voluntary Sector (MCVS), of (ii) the NGO Co-Financing (NCF), and (iii) the Ministry designated at the time, and
- Use of correct disclaimer as per latest Marketing Guidelines published by MCVS.

6.2 Publicity Material and Events

- All publicity material related to the project is to be approved by the Official acting on behalf of the fund prior to publishing or/and dissemination. All material is to be received via email at least 10 working days prior to planned dissemination/ publication for approval.
- The Official acting on behalf of the scheme should receive information regarding conference, launches, closings and activities a minimum of eight weeks prior to the intended event relating the said Scheme.

If these provisions are not fully complied with, the **beneficiary's grant may be revoked**.

7. Data Protection

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

This data will be processed solely according to the guidelines of the implementation and evaluation of the NCF Scheme, without prejudice of the possibility that such data may be transferred to the bodies responsible for inspection and audit purposes appointed by the responsible Ministry, through which the funds for the NCF are made available.

8. Contact Details

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