|  |  |
| --- | --- |
| **sosmalta logo** | EEA+Grants+-+JPG |

**EEA Norway NGO Programme Malta 2009-2014**

**Grant Application Form – Second Call April 2014**

|  |  |
| --- | --- |
| **Title of the Project:***[max 10 words]* |  |

|  |  |
| --- | --- |
| **Name of Applicant Entity /****Organisation:** |  |

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# **Section 1 – Information on the Project Promoter**

## **Applicant Entity / Organisation’s Details / Platform’s Details**

|  |  |
| --- | --- |
| **Name of Entity / Organisation** *[Full legal name]* |  |
|  |  |
| Registered Postal Address*[including the Post Code]* |  |
|  |  |
| Internet site *[if any]* |  |

*1.1.1 The Project Leader / The Secretariat[[1]](#footnote-1)*

|  |  |
| --- | --- |
| **Project Leader /Head of Secretariat***[Title, Name and Surname]* |  |
|  |  |
| Position within entity / organisation |  |
|  |  |
| Phone number |  |
|  |  |
| Mobile number |  |
|  |  |
| Fax number |  |
|  |  |
| Email address |  |
|  |  |
| VAT number *[if any]* |  |

*1.1.2 The Contact Person[[2]](#footnote-2)*

|  |  |
| --- | --- |
| **Contact Person** *[Title, Name and Surname]*  |  |
|  |  |
| Position within entity / organisation |  |
|  |  |
| Phone number |  |
|  |  |
| Mobile number |  |
|  |  |
| Fax number |  |
|  |  |
| Email address |  |

## **1.2 Type of entity / organisation**

|  |
| --- |
| *Choose from the list below [please tick ✓ the relevant box]:[[3]](#footnote-3)* |
| * Is the organisation registered or in the process of registering as a Voluntary Organisation?
 | Yes /No   |
|  If no, please note that unregistered organisations are not eligible to apply, Please refer to eligibility criteria in Guidelines for Applicants.  |
|  |
| Insert Voluntary Organisation (VO) number: \_\_\_\_\_\_\_\_ |

## **1.3 VAT Status**

|  |
| --- |
| *Choose from the list below [please tick ✓ the relevant box]:* |
| * Is VAT recovered from Government?
 | YES  NO  |
| If NO, a copy / declaration from VAT Department stating unrecovering of VAT is required |
| * **If YES, copy of VAT Certificate is required; VAT Registration No.: ................................................**
 |

## **1.4 Description of Project Promoter**

Please provide information on the organisation’s objective and activities, mission statement and values (*maximum 300 words*).

|  |
| --- |
|  |

## **1.5 Bilateral Relations - Project Partner/s[[4]](#footnote-4)**

*1.5.1 Will any entity / organisation other than the one applying be involved in the implementation of the project? [please tick ✓ the relevant box]*

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

If **YES**, please fill in the details below *[repeat 1.5.2 – 1.5.4 for each Project Partner]*:

1.5.2 Details of Project Partner

|  |  |
| --- | --- |
| Name of Project Partner |  |
|  |  |
| Registered Postal Address*[including the Post Code]* |  |
|  |  |
| Internet site *[if any]* |  |
|  |  |
| Contact person |  |
|  |  |
| Position within organisation |  |
|  |  |
| Phone number |  |
|  |  |
| Fax number |  |
|  |  |
| Email address |  |
|  |
| Legal status[[5]](#footnote-5) |  |

1.5.3 Legal form of activity of the Project Partner (Mark with a ☑)

|  |  |
| --- | --- |
| An association or foundation registered in the Republic of Malta |  🗌 |
| A non-governmental organisation registered in the Donor States (Norway, Iceland, Liechtenstein) |  🗌 |
| A non-governmental organisation registered in the Beneficiary States (Bulgaria, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia, Spain) |  🗌 |
| A public institution, local government or its institution in Malta, Donor States or Beneficiary State  |  🗌 |

*1.5.4 Give details of proposed project partnership including how the Project Partner/s was/were each identified; the role and relevance of the partners to the project; and how the bilateral relationship shall be developed through this project. [max. 700 words]:*

|  |
| --- |
|  |

## **1.6 Institutional Framework**

1.6.1 Organisational Framework

In the box below, clearly describe the organisational framework within which the project will have to operate i.e. the structure of the applicant organisation/platform. Please also indicate the size of the organisation and any experience in carrying out projects of a similar size and nature to the one being proposed under this application [*max. 100 words*]:

|  |
| --- |
| *Institutional Framework* |
|  |

1.6.2 Project Organisational Framework

Furthermore, kindly provide details of the tasks to be assigned to the internal staff and external staff engaged on the Project, identifying type of employment and who/which unit will be assigned to the implementation of the project.

The Project Promoter must also describe the measures of control they intend to adopt in order to verify the performance of external staff (given that responsibility remains in the hands of the Project Promoter)

 [*max. 100 words*]:

|  |
| --- |
| *Project Organisational Framework* |
|  |

*1.6.3 Please provide a Project Organisational Framework in the box below or as an Annex to this application:*

In the form of an Organigram, please give details of the staff involved in the project, the type of employment, roles and responsibilities and how they relate to each other in terms of the management of the proposed projects. Please also indicate how this structure fits into the overall structure of the organisation as set out above.

|  |
| --- |
|  |

## **1.7 Experience in projects co-financed by the EU / Accession-related Bilateral Funds[[6]](#footnote-6)**

In the table below identify and summarise any experience in projects co-financed by the EU / Accession-related Bilateral Funds:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Fund** | **Details of awarding body** | **Name of Project** | **Reference Number** | **Funds Received (€)** | **Year of Award** | **Status of Project** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# **Section 2 – Programme**

*[Sections 2.1 – 2.3 are to be filled by referring to Guidelines provided.]*

## **2.1 Priority Sector**

The project must contribute towards one of the Priority Axes under the Malta NGO Programme of the EEA and Norway Grant 2009-2014:

|  |  |
| --- | --- |
| **Priority Axis 1:** Outcome 1: Strengthening Civil Society through the development and consolidation of NGO Networks and platforms and the improvement of their advocacy and representation activities. |  🗌 |
| **Priority Axis 2**: Outcome 2: Democratic Values, including Human Rights, promoted |  🗌 |
| **Priority Axis 2**:Outcome 3 – Increased contribution to sustainable development achieved.The main aiming is the protection of the environment and climate change focusing on the specific needs of Malta. |  🗌 |

## **2.2 Programme Area of Support**

Tick the appropriate boxes corresponding to section 4 of the Guidelines for Applicants. Standard Programme Outcome Indicators should correspond to the EEA Programme Expected Outcome and Priority Sector above.

|  |  |  |
| --- | --- | --- |
| **EEA Programme Expected Outcomes** | **Standard Programme Outcome Indicators** |  |
| 1. **Developed Networks and Coalitions of NGOs working in Partnership**
 | 1.1 Trainings on coalition building provided, involving small/grassroots NGOs and local **NGOs** | 🗌 |
| 1.2 Coalitions and networks of human rights NGOs, including environment protection, developed/sustainability increased | 🗌 |
| 1. **Democratic Values and Human Rights Promoted**
 | 2.1 Number of awareness raising campaigns on human rights implemented including anti-Semitism, xenophobia, hate-speech, gender-related issues, migration issues and combating domestic violence.  | 🗌 |
| 2.2 NGO/Media partnerships built in social and human rights areas. | 🗌 |
| 2.3 Cross-border cooperation contributing to building democracy and protecting human rights  | 🗌 |
| 1. **Increased contribution to sustainable development**
 | 3.1 Changed thinking, through methodologies and processes, which demonstrate different ways of engaging people in responses to the needs in their communities. | 🗌 |
| 3.2 Mitigation and adaption of climate change with particular focus on water issues in line with Malta’s national policies on water and energy | 🗌 |
| 3.3 Projects tackling renewable energy in line with Malta’s national polices on water and energy. | 🗌 |

## **2.3 Links with the Programme Area selected**

In the box below, give a brief description and justification of how the project fits within the Priority Axis chosen as well as how the outcome indicators complements the Expected Outcomes selected under sections 2.1, 2.2 and 2.3:

|  |
| --- |
|  |

# **Section 3 – Project Details**

## **3.1 Project Title**

*[max. 10 words]*[[7]](#footnote-7)

|  |
| --- |
|  |

## **3.2 Short Description of the Project**

In the box below, give a short description of the project to be used for information purposes, such as databases, websites, etc. Please try to include key information of the project including main outcomes and activities as well as target groups. [*max. 250 words*]:

|  |
| --- |
|  |

## **3.3 Project Objectives**

In the box below, state clearly what is the overall objective of the project. Also state any specific objectives and key results the project is intended to achieve. These must be related to the priorities highlighted in Section 2 of the Application form.

|  |
| --- |
|  |

## **3.4 Project Phases**

Where the project is a phase of a bigger project, provide a description of the proposed stages of implementation (explaining whether they are technically and financially independent and, where possible, please provide a Gantt chart as an annex to this application):

|  |
| --- |
|  |

## **3.5 Background and Justification**

Within each of the sub-sections below, provide information relating to the project:

|  |
| --- |
| 1. *Problem Identification*

*(problem chosen to be tackled though this project proposal)* |
|  |

|  |
| --- |
| 1. *Baseline Analysis(Please include any Research and Quantitative Assessment that have been undertaken that illustrate the baseline situation for which this project is being devised, e.g. relevant statistics)*
 |
|  |

|  |
| --- |
| 1. *Demand and Gap Analysis*

*(Why there is the need to tackle such issue/s? What is the missing link/s which needs to be identified and tackled through the project to improve the current situation in society?)*  |
|  |

|  |
| --- |
| 1. *Project Approach*

*(Please indicate how the proposed methodology will address the above-identified needs).*  |
|  |

## **3.6 Project Methodology**

Describe the proposed methodology and the work for which funding is being proposed specifying its main characteristics and components][[8]](#footnote-8)including a breakdown and description of the activities/work packages/phases to be carried out and their relation to each other. :

|  |
| --- |
|  |

## **3.7 Estimated Project Time Frame**

In the box below please indicate the estimated start and closure of the project, as reflected in table 8.4. The start date is considered to be the launch of the Project after signing of agreement with Fund Operator:

|  |  |
| --- | --- |
| Start date: | \_\_\_\_\_\_\_\_/quarter of 20\_\_\_\_\_\_\_\_\_\_\_ |
| Closure date: | \_\_\_\_\_\_\_\_/quarter of 20\_\_\_\_\_\_\_\_\_\_\_ |

## **3.8 Target group/s**

*3.8.1 From the list below, mark clearly who the expected target group/s for your project is/are:*

|  |  |
| --- | --- |
| 1. Children
 |  |
| 1. Young Adults
 |  |
| 1. Women
 |  |
| 1. Men
 |  |
| 1. Minorities
 |  |
| 1. Victims of Gender- related violence
 |  |
| 1. Disabled
 |  |
| 1. Non-Governmental Organisations (NGOs)
 |  |
| 1. Unaccompanied asylum seeking children
 |  |
| 1. Unemployed
 |  |
| 1. People at risk of poverty
 |  |
| 1. Researchers or scientists
 |  |
| 1. People with mental health issues
 |  |
| 1. People with communicable diseases
 |  |
| 1. Victims of conflicts/catastrophes
 |  |
| 1. Others [*please specify*]:
 |

*3.8.2 In the box hereunder, please indicate the direct benefit of the project for the above marked target group/s:*

|  |
| --- |
|  |

3.8.3 Other Related Activities

Identify and summarise any related activities being undertaken and/or that have already been undertaken by the Project Promoter and/or other parties in connection with or in support of the same project or policy. Please also identify which funds have been utilised for related activities:

|  |
| --- |
|  |

# **Section 4 – Project Indicators**

The EEA Malta Programme takes a results based approach to its work. Therefore, it seeks to support projects that have concrete tangible and intangible results. The Fund Operator will monitor the ongoing success of its projects by the beneficiaries’ ability to achieve and report upon these results. The Project, therefore, should set out the concrete outcomes it seeks to achieve and the form in which these will be measured in the logical framework format below. The project progress will be assessed through this logical framework

## **4.1 Logical Framework**

**4.1.1 Definitions:**

|  |  |
| --- | --- |
| **EEA Programme Outcome:** | As stated in section 4 of the guidelines the EEA NGO Programme has a predetermined set of outcomes and indicators it wishes to achieve through its project level support. Please refer to section 4 of the guidelines for more details. |
| **Expected Outcome:** | What are the specific changes or results you wish to bring about through the project implementation. An outcome describes the vision of change of the project. |
| **Outcome indicator:** | How will you know the proposed change has taken place/ how will you measure it? Indicators provide the quantifiable information you need to illustrate that the outcome has been achieved and change has happened. Indicators should always be SMART: (specific, measureable, achievable/appropriate, relevant, time bound) |
| **Outputs**: | Outputs are the tangible direct products of project activities |
| **Baseline:** | What is the situation in the areas of intervention now, before the project has started. Baseline figures should be linked to each indicators.  |
| **Target** | What is the quantifiable number you wish to reach for each indicator by the end of the project |
| **Means of verification** | This refers to the ways in which you will be able to measure and prove the indicators have been reached, eg evaluation, research, photographic evidence, testimonies etc |

Please fill in the logical framework below regarding the outcomes and indicators of your project. The below table and text boxes include an example of the way in which you may fill in the required information (you may delete this example).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Relevant Outcomes of the EEA Programme (refer to section 4 of guidelines for applicants)**[[9]](#footnote-9) |  **Expected Outcome/s of the Proposed Project***(these must relate to results set out in section 3.4)* |  **Outcome Indicator***[Enter one or several indicator(s) for each Outcome]* | **Indicator value** | **Related activities (Please illustrate which activities contribute to the proposed outcomes and indicators- please make reference to work packages/phases set out in section XXX)** | **Project Outputs** |
| **Baseline** | **Target** |
| *Example:* ***Outcome 1:*** *Developed Networks and Coalitions of NGOs working in Partnership* | *1.Members of Platform X have increased their capacity to collectively engage in dialogue and advocacy with Government officials* | *1.1 Number of member NGOs trained in advocacy skills**1.2 Number of member NGOs trained in negotiation and influencing**1.3 Increased frequency of meetings held with government officials per year by the platform* | *0**0**4* | *12**12**8* | ***Work package 1:*** *Capacity building of NGO Members of Platform X to increase their effectiveness to engage at the policy level* | *2 training courses carried out per year**12 persons trained per course**8 meetings with government officials* |
|  | 2. |  |  |  |  |  |
|  | … |  |  |  |  |  |

***4.1.2 Description of indicators***

Describe how the defined indicator values of baselines and targets were reached. What sources of information were used?. I.e. Qualitative and quantitative research, previous experience etc

|  |
| --- |
| *Example: Training has not yet taken place for the members of the network on the theme of advocacy and dialogue therefore the baseline in this case is 0. We are proposing to carry out training for at least 12 members, therefore the target is 12. This number was reached as this represents 80% of participants and while we will seek to reach all participants, we believe a target of 12 will be feasible and reachable ( some may not be able to attend training due to work commitments). We currently hold on average 4 meetings per year with government officials, given the work plan we are proposing for the year we will seek to hold at least 8 meetings to enable us to pursue the advocacy agenda proposed.*  |

***4.1.3 Means of verification***

Explain the means of verification for measuring and determining the target indicator values ie how the information will be collected / monitored and how it will be verified eg through evaluation processes, questionnaires etc. Are these monitoring activities included in the budget?

|  |
| --- |
| *Example: Means of verification will include:** *participant lists for the training*
* *evaluation of the training among participants*
* *meeting agendas*
* *minutes of meetings with government officials*
 |

|  |
| --- |
| **N.B.**: **Indicators are binding. If they are not met, there may be the case for full or partial recovery of funds.** |

## **4.2 Other Potential Outcomes**

Please identify other potential outcomes (not directly linked to the EEA Grants outcomes) that will be achieved by this project in addition to those cited above:

|  |
| --- |
|  |

# **Section 5 – Cross-cutting issues**

**5.1 General Issues**

These cross cutting issues shall be applied in all implementation phases. These three issues must be reflected in the general approach and everyday operation of the organizations [See guidelines for applicants section 3].

## **5.1.1 Gender Equality**

Projects should make a positive contribution to gender equality. Describe the specific measures that have been put in place to ensure gender equality is integrated into the planning, implementation and monitoring of the project. Describe how the project takes into account gender equality [*max. 200 words*]. [*The Project Promoter should not limit the effort to the legal obligations]*:

|  |
| --- |
|  |

## **5.1.2 Sustainable Development**

*5.1.2.1 Environmental Considerations*

Assess how the project will positively or negatively affect the environment. Describe the specific measures that have been / will be put in place to ensure that the environment is not harmed, and how this will be verified. Describe how the project positively addresses: Carbon Neutrality and environmental resource efficiency, through *inter alia*, effective use of water, energy, and raw materials; minimization and management of waste; and the production of green products and services. Also describe other measures to ensure that infrastructural developments are in line with adaptation strategies and plans with regard to the possible effects of climate change [*200 – 300 words*]:

|  |
| --- |
|  |

## **5.1.3 Good Governance**

Describe the specific measures that have been put in place to ensure that the principles of good governance are integrated in the planning and implementation of the project [*max. 200 words*]:

|  |
| --- |
|  |

## **5.1.4 Equal Opportunities**

Illustrate how equal opportunities will be promoted and sought for within the project and ensure that the project is not in contravention of relevant equal opportunities Acts. Equal opportunities include the equal access to projects for men and women, or people living with disabilities and other disadvantaged groups. *(max. 200 words)*.

|  |
| --- |
|  |

**5.2 Horizontal Concerns**

5.2.1 The EEA Grants NGO Programme also considers the below as important horizontal concerns to be tackled in every country. Please indicate which horizontal concerns the project proposed will address.

|  |  |
| --- | --- |
| 1. Hate speech
 |  |
| 1. Extremism and Hate crime
 |  |
| 1. Racism
 |  |
| 1. Xenophobia
 |  |
| 1. Homophobia
 |  |
| 1. Tolerance and multicultural understanding
 |  |
| 1. Sexual Harassment
 |  |
| 1. Violence against Women
 |  |
| 1. Trafficking
 |  |
| 1. Roma
 |  |
| 1. Anti-Semitism
 |  |

5.2.2 Please indicate how the project proposed aims to tackle the horizontal concerns ticked in section 5.2.1

|  |
| --- |
|  |

# **Section 6 – Financial Details**

## **6.1 Estimated Budget Breakdown[[10]](#footnote-10)**

**(This shall be a summary of ANNEX 2 ‘Detailed Budget Breakdown’)**

Please complete the budget table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget Headings** | **Co-financing share** | **EEA Malta Programme Funding Share** | **Total eligible expenditure****(d) = (a) + (b) + (c)** | **Non-eligible expenditure****(e)** | **Total project expenditure****(f) = (d) + (e)** |
| **Own Resources****(a)** |  **Contribution from Other Sources****(b)** | **(c)** | **VAT** | **Others** |
| € | € | € | € | % of (f) | € | € | € |
|  Staff Costs |  |  |  |  |  |  |  |  |
| Travel & Subsistence Allowance |  |  |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |  |  |
| Real Estate (lease/rent) |  |  |  |  |  |  |  |  |
| Consumables & Supplies |  |  |  |  |  |  |  |  |
| Subcontracting |  |  |  |  |  |  |  |  |
| Costs directly linked to EU Requirements |  |  |  |  |  |  |  |  |
| Expert Fees |  |  |  |  |  |  |  |  |
| Specific expenses related to Target Group/s not falling under any of the above budget headings |  |  |  |  |  |  |  |  |
| Indirect Costs |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |

## **6.2 Revenue generation**

*6.2.1 Is the project expected to generate revenue? [Please tick ✓ the relevant box]*

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

If **YES**, (a) please specify how revenue will be generated *[please tick ✓ the relevant box/es]:*

|  |  |
| --- | --- |
| * Charges to Users
 |  |
| * Admission charges
 |  |
| * Rent
 |  |
| * Feed in Tariff/ Cost Savings
 |  |
| * Bank Interest Earned[[11]](#footnote-11)
 |  |
| * Other *[please specify]*:
 |

(b) Indicate the revenue estimated amount for the duration of the project:

|  |  |
| --- | --- |
|  € | As % of Cell ‘f’ above:....... % |

*6.2.2 Insert the EEA Malta Programme Funding rate being requested in the box below:*

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_ % |

**Maximum amount to be requested should not exceed 90% of the total project eligible costs.**

*6.3.2 Is this project complementary to any project already financed, or to be financed, by the EEA and Norway Fund Mechanisms, ERDF, ESF, Cohesion Fund, or other source of EU or bilateral finance? [please tick ✓ the relevant box]:*

|  |  |
| --- | --- |
| * + YES
 |  |
| * + NO
 |  |

If **YES**, give details*:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Source of Funding** | **Project Timeframe** | **Total Project Cost** | **Total Grant Funded** |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide details as to how the above listed project(s) relate to the current proposals.

|  |
| --- |
|  |

*6.3.3 Has an application been made for a loan or an equity support any banks or financial institutions for this project? [Please tick ✓ the relevant box]:*

|  |  |
| --- | --- |
| * + YES
 |  |
| * + NO
 |  |

If **YES**, please give details *[financial instrument concerned, reference number/s, dates, amounts requested, amounts granted, etc.]*:

|  |
| --- |
|  |

# **Section 7 – Contracting and Implementation**

## **7.1 Public Procurement Table**

State the expected number of tenders and total value of each tender in € *[VAT should be quoted separately]*:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Tender** | **Type of Tender** | **Procedure** | **Estimated Value****(€)** | **VAT****(€)** | **Other Costs****(€)** | **Total***[Including VAT]***(€)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

## **7.2 Employment Contracts**

If any, please state expected calls for employment costs and the total value for each call *[Employer’s Share of Social Security contributions should be quoted separately]*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of call** | **Duration of employment contract** | **Estimated Value****(Gross Salary + Statutory Bonuses)****(€)** | **Social Security Contribution** **(€)** | **Total****(€)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |

## **7.3 Current Level of Implementation of Project**

In the box below, please indicate whether any work has been carried out so far on the project or parts of it [apart from the submission of the proposal].  Please also specify the status of this work and indicate whether any further preparation/implementation work will continue regardless of the grant decision or whether further progress is dependent on the outcome of the Grant decision:

|  |
| --- |
|  |

## **7.4 Implementation schedule**

In the schedule below, indicate project stages/phases:

|  |  |  |
| --- | --- | --- |
| **Proposed Start Date** **(Calendar Date/Month)** | **Proposed End Date** **(Calendar Date/Month)** | **Actions / Activities To Be Undertaken****(Please refer to work packages proposed in Section 3.6)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(add further rows as required)

## **7.5 Disbursement Schedule**

*7.5.1 Disbursement Schedule*

Please fill-in the disbursement list in the hereunder table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year** | **Nth Year[[12]](#footnote-12)** | **N+1** | **N+2** | **N+3** | **TOTAL** |
|  | *[please specify the Nth year]* | 20… | 20… | 20… | 20… |
| **Quarter** | **1st** | **2nd** | **3rd** | **4th**  | **1st** | **2nd** | **3rd** | **4th** | **1st** | **2nd** | **3rd** | **4th** | **1st** | **2nd** | **3rd** | **4th** |
| Eligible Costs Excl. VAT(€) | Contracting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disbursement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VAT Element (€) | Contracting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disbursement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Grand Total Incl. VAT(€) | **Contracting**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disbursement** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*[****N.B.****: The Project Promoter must include all contracts (works/supply/services as well as staff costs). The total in this section must tally with the total in Section 6.1]*

# **Section 8 – Planning and Environmental Permits**

(if applicable)

*8.1 Do any of the activities or purchases envisaged within the project require a planning or an environmental permit? [please tick ✓ the relevant box]:*

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

If **YES**, (a) please specify below:

|  |
| --- |
|  |

(b) Has MEPA already been contacted at this stage? *[please tick ✓ the relevant box]:*

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

(c) What was the outcome of discussions with MEPA? *[Please also indicate reference to any official correspondence with MEPA, including permit numbers]*:

|  |
| --- |
|  |

If **NO**, please indicate how the Project Promoter reached its conclusion that no components of the project require MEPA approval:

|  |
| --- |
|  |

**8.2 Application of Council Directive 85/337/EEC on Environmental Impact Assessment (EIA)**

Does the project or parts thereof require an EIA? *[please tick ✓ the relevant box]:*

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

If **NO**, please provide MEPA confirmation:

|  |
| --- |
|  |

If **YES**, please provide details of current status (ToRs published, public consultation, etc.) and expected date for conclusion of the EIA process:

|  |
| --- |
|  |

**8.3 Application of the Strategic Environment Assessment Directive 2001/42/EC *(SEA-Directive)***

Does the project result from a plan or programme falling within the scope of the SEA Directive?:

|  |
| --- |
|  |

**8.4 Assessment of effects on NATURA 2000 sites**

Is the project likely to have significant effects on sites included or intended to be included in the NATURA 2000 network?:

|  |
| --- |
|  |

# **Section 9 – State Aid**

The Project Promoter should include the State Aid Monitoring Board (SAMB) position with this application. Thus, the State Aid Monitoring board should be contacted with a summary of the project and the applicant should ask whether any state aid implications are present.

Does the project involve state aid? *[please tick ✓ the relevant box]:*

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

In the box below, please outline the outcome of the discussions held with SAMB and any reference to correspondence with SAMB:

Copy of correspondence is required.[[13]](#footnote-13)

|  |
| --- |
|  |

**The State Aid Monitoring Board Contact details:**

**Dr. Yana Haber
Executive Secretary
State Aid Monitoring Board**Tel: (356) 21 252 757
Fax: (356) 21 223 739

e-mail: yana.haber@gov.mt

# **Section 10 – Publicity**

**10.1 Publicity Plan and Budget**

|  |
| --- |
| **N.B.**: It is a condition of the grant that the EEA And Norway contribution is publicised in accordance with the Regulation and any relevant publicity manuals and guidelines. |

List hereunder the planned information and publicity measures, each measure’s target groups and the budget per tool/action:

*10.1.1 Publicity Plan*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Measures** | **Related Work Package/Activities Refer to Section 3** | **Target Groups** | **Budget [[14]](#footnote-14)****€** | **Partner Responsible for each activity in the case of partnerships** |
| **(Add / Delete / Amend type of Measures as required in line with Project proposed)** |  |  |  |  |
| **Example:** |  |  |  |  |
| **Billboard** |  |  |  |  |
| **Publications** |  |  |  |  |
| **Newspaper adverts for publishing Calls for Tenders/Quotations/Employment** |  |  |  |  |
| **Stickers** |  |  |  |  |
| **Online / Digital Media** |  |  |  |  |
| **Information activities:** |  |
| 1. **Launch activity**
 |  |  |  |  |
| 1. *[and/or]* **Closing activity**
 |  |  |  |  |
| 1. **Information activity**
 |  |  |  |  |
|  | **Total** |  |  |

**10.1.2 Justification**

Please provide justification for the publicity measures proposed in Section 10.1.1 . Indicate how the publicity measures chosen are needed for the effective implementation of the project and how they are proportionate to the project.:

|  |
| --- |
|  |

# **Section 11 – Added value**

In this section, the Project Promoter should indicate the importance of the grant for the undertaking of the project; why the project cannot be undertaken with the Project Promoter’s own resources; and why should the EEA and Norway Financial Mechanism (FM) finance the proposed project.

11 .1 Would the project take place without the EEA and Norway Grant FM’s support?:

|  |
| --- |
|  |

If **NO**, please give reasons why the project cannot be implemented with own and/or other resources:

|  |
| --- |
|  |

11.2 Please identify what added value the EEA Funding could provide to your project (in addition to financing, e.g. potential for partnerships, capacity building opportunities, etc.)

|  |
| --- |
|  |

# **Section 12 – Sustainability of the project**

Describe how the benefits of the project will continue to be delivered after grant support comes to an end *[Kindly attach financial estimate of related annual recurrent costs of the project (and indicate potential source of funding related to the continuation of the project. In cases where the Government is not financing the project, the Project Promoter is expected to provide proof and/or guarantees as to how the project will be sustained]*:

|  |
| --- |
|  |

*12.1 Economic Sustainability*

Describe how the economic sustainability of the project will be ensured after termination of the granting period:

|  |
| --- |
|  |

*12.2 Social Sustainability*

Describe how the social sustainability of the project will be ensured after termination of the granting period. [*max. 200 words*]:

|  |
| --- |
|  |

12.3 – Political/Policy Level Sustainability[[15]](#footnote-15)

Describe how the policy level sustainability of the project will be ensured after termination of the granting period. [*max. 200 words*]:

|  |
| --- |
|  |

# **Section 13 – Data Protection**

Personal data transmitted to SOS Malta as the Fund Operator within the scope of implementation of projects being co-financed by the EEA and Norwegian FM are processed by the Fund Operator and by the Selection Committee - mandated to implement, monitor, and execute payments, control and audit the project - in accordance with the Data Protection Act, 2001. For any data protection queries please send an email on eeamalta@sosmalta.org.

# **Section 14 – Risks and uncertainties**

Risks and uncertainties are issues pertaining to the project which could jeopardise its timely and effective implementation. Fill in the hereunder table and repeat for each outcome listed under Section 2.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome […]** | **Description of risk** | **Consequence** | **Assessment** | **Risk mitigation plan** |
| **Likelihood***[low/medium/high]* | **Impact***[low/medium/high]* |
| **Technical Risks** |  |  |  |  |  |
| **Financial Risks** |  |  |  |  |  |
| **Legal Risks** |  |  |  |  |  |
| **Capacity Risks** |  |  |  |  |  |
| **Social Risks** |  |  |  |  |  |
| **Public Procurement Risks**  |  |  |  |  |  |
| **MEPA Permits Risks** |  |  |  |  |  |
| **….** |  |  |  |  |  |
| **….** |  |  |  |  |  |

|  |
| --- |
| **N.B.**: If the Project Promoter fails to identify risks or the extent of the risks, projects which receive approval may have their project contract withdrawn by the Fund Operator at a later stage when the risks become apparent. |

# **Section 15 – Additional Information**

Please use this section to supply any additional information relating to the previous sections which you feel is relevant *[Please head your information using the numbers and heading within this form]*.

|  |
| --- |
|  |

# **Section 16 – Declaration**

I declare that the entries and the details in this **Application Form** and any other Annexes enclosed are, to the best of my knowledge and belief, correct. I also confirm that the EEA Norway NGO Grants applied for is the minimum required for the project to proceed as described.

I can also confirm that I am not aware of any reason why the project may not proceed or be delayed other than those reasons declared and the commitment can be made within the timescales indicated in the Programme to which this project relates.

I acknowledge that the application will be subject to regular monitoring/auditing and undertake to keep adequate records for this purpose, in line with the instructions received from the Fund Operator.

I declare (where applicable) that the Project Promoter shall ensure that project is operational for at least five (5) years after the Fund Operator’s approval of the project completion report and that the real estate and/or land (if any) is used for the purpose of the project as described in the project contract. I also declare that if equipment is damaged, stolen or becomes obsolete during these five years, it will be replaced through the funds of the organization implementing the project to be able to sustain the financing.

I also declare that this project or parts of the project is not being supported through other public/EU/bilateral funding and I will abide by the principle of good governance on matters related to procurement. I also declare that I will use fair, transparent and competitive procedures in any employment contracts.

I understand that if the information included in this application is found to be not factually correct, the project may be rejected.

I understand that if the application is not complete in all relevant detail and every aspect, including this section, it may also be rejected.

|  |  |
| --- | --- |
|  |  |
| Project Leader *[Name in Block Letters]* | Signature and stamp |
|  |  |
| CEO/Head of Applicant OrganisationLegal Representative of the Entity / Organisation*[Name in Block Letters]* | Signature and stamp |
|  |  |
|  |  |
|  |  |
| Date |  |

# **Section 17 – Checklist of Attachments**

The following is a list of possible supporting documents mentioned elsewhere in this form. It is the responsibility of the Project Promoter to ensure that all the supporting documents that apply to this application are enclosed as Annexes to this application [except for the first two obligatory documents]. It is also the responsibility of the Project Promoter to ensure that all documentation presented is **properly bound**. The NFP and the PO will not be held responsible for the misplacement of any unbound documents. Please tick from the list the documents attached and include in the last row any additional documents attached which are not listed:

|  |  |  |
| --- | --- | --- |
| **REFERENCE** | **DETAILS** |  |
|  | * One (1) original application **bound and signed** (in blue) and stamped (including supporting documentation) ***[obligatory]***
 |  |
|  | * Three (3) further bound copies of applications, signed and initialised on each page by a legal representative[[16]](#footnote-16) (including supporting documentation ***[obligatory]***
 |  |
|  | * One (1) soft copy (on CD - in both Word and PDF format) of the Application Form (including a scanned copy of any supporting documentation) ***[obligatory]***
 |  |
|  | * Proof of Co-Financial Capacity– Joint declaration signed by executive/head and treasurer/financial controller ***[obligatory even by Co-Partners in case of Partnership]***
 |  |
|  | * Proof of Co-Financial Capacity– this must be a note from the organization’s auditor/bank stating that the organization/lead partner/co-partner are able to meet the co-financing obligations and cover any ineligible costs ***[*o*bligatory also by Co-Partners in case of Partnership]***
 |  |
|  | * Audited accounts/Financial Statements of the last 2 financial years[[17]](#footnote-17) ***[obligatory also by Co-Partners in case of Partnership]***
 |  |
|  | * Financial Analysis of Sustainability of the Project. Section 12 refers.[obligatory]
 |  |
|  | * Copy of the statute of the organisation ***[obligatory also by Co-Partners in case of Partnerships]***
 |  |
|  | * In the case of new platforms/networks, a draft statute of the platform/network should be submitted [where available].
 |  |
| **ANNEX 3** | * Financial Identification Form
 |  |
|  | * Copy of Voluntary Organization Certificate***[[18]](#footnote-18)***] **[*obligatory also for partner organisations]***
 |  |
| **ANNEX 1** | * Declaration by Partner Organization / s **[*obligatory in case of Partnership*]**
 |  |
|  | * Partnership Agreement **[where applicable]**
 |  |
| **ANNEX 2** | * Detailed Budget Breakdown
 |  |
|  | * CVs of Staff Contribution to Project Proposed where staff are already engaged within the organisation **[*obligatory also for Co-Partners in case of Partnership and where the latter will provide human resources*]**
 |  |
|  | * Project Organisational Framework / Organigram
 |  |
|  | * Site plans of area of intervention, including technical designs, maps, diagrams and drawings, in case of physical works [where applicable]
 |  |
|  | * Copy of official correspondence with MEPA [where applicable]
 |  |
|  | * Copy of official correspondence with SAMB[[19]](#footnote-19)***[obligatory]***
 |  |
|  | * Other supporting documents *[please specify below]*:
 |

# **ANNEX 1**

# **DECLARATION BY PARTNER ORGANISATION**

***[On letterhead paper of the organisation]***

***(Each « partner » in the project - must fill in a copy of this declaration)***

|  |
| --- |
| **1. Title of Project** |
|  |
| 2. Name of Applicant |
|  |
| 3. Name of Partner Organisation |
| Name |  |
| Address |  |
| Email |  |
| Website |  |
| Telephone |  | Telefax |  |
|  |
|  Profile of the Partner  |
| Type and status | [ ]  Government Ministry or Department | [ ]  Government Entity/Authority/Commission etc | [ ]  Local Councils |
| [ ]  Social Partners | [ ]  Voluntary Organisations (NGOs etc) | [ ]  Private Organisations |
| [ ]  International Organisations | [ ]  Others. Please specify |
| Organisation activity level | [ ]  Local | [ ]  Regional | [ ]  National | [ ]  European/International |
| ***Please give a short description of your organisation/group (regular activities, member of, etc.) :*** |
|  |

|  |
| --- |
| Contact Person |
| Family name *(Ms/Mr)* |  | First name |  |
| Position/function |  |
| Email |  |
| Telephone |  | Telefax |  |

|  |
| --- |
| 4. Amount of co-financing for the project provided by the partner: EUR ……………… |

I, the undersigned, confirm our participation in each stage of the project (repeat the title of the project as stated in Point no. I): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I certify that the information in this proposal about my organisation is accurate and complete.

I declare I have read and accept the rules governing this call for proposals. I will grant power of attorney in the terms set out in the Grant Agreement to the applicant mentioned above, to act in my name and on my behalf in signing the possible Grant Agreement and its possible subsequent riders with the European Commission.

I declare that I am aware and agree that in case of a successful evaluation, the Responsible Authority shall, subject to payment arrangements, pay the grant to the Lead Beneficiary who is entitled to receive funds and distribute the amounts corresponding to the partners' participation in the action. Furthermore, I confirm my undertaking to ensure visibility of the European Union support for the project and to ensure dissemination and exploitation of its results.

I declare that I am aware that, except in cases of *force majeure,* I shall make good any damage sustained by the Commission and/or Responsible Authority as a result of the execution or faulty execution of my obligations. In particular, I accept in advance on-the-spot checks and inspections by the Responsible Authority and other authorities who have the mandate to perform monitoring controls and audit.

I also declare that this project is not being supported through other Community Funding or any other sources and that I will abide by the principle of good governance and the spirit of the Public Contracts Regulations on matters related to procurement. I also declare that I will use fair, transparent and competitive procedures in any employment contracts.

I also declare that my organisation is not receiving an operational grant from the European Union budget for the last five financial years.

**The partner organisation is not in one of the situations which would exclude it from taking part in a grant programme and accordingly declare that the organisation:**

* has reached an agreement with all the promoters involved in the project with regard to the share of EEA Grant my organisation/group is entitled to receive in order to implement the project;
* is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
* is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
* has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to the performed;
* has not been 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 Communities' financial interests;
* is not currently subject to an administrative penalty;
* Has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.
* Is not subject to any conflict of interest;
* Is not guilty of serious misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

|  |
| --- |
| **Authorised signatory of the partner organisation :** |
| Title (Mr, Mrs, Dr, etc.) |  |
| Name and Surname |  |
| Position in the partner organisation |  |

|  |  |
| --- | --- |
| Date : | **Signature :** |

1. Being the main administrative office identified from the members of the platform to manage the platform [↑](#footnote-ref-1)
2. Cannot be the same as Project Leader as he/she will act as the secondary contact person for this project. [↑](#footnote-ref-2)
3. Please refer to Guidelines for Eligibility Criteria and Legal Status [↑](#footnote-ref-3)
4. Please refer to Guidelines for Project Partners and Projects [↑](#footnote-ref-4)
5. Refer to Guidelines Section 6; Section to indicate the legal status of Project Partner/s e.g. Voluntary Organisations, Public or Private Entities, etc.... [↑](#footnote-ref-5)
6. Examples: The EEA and/or the Norwegian Financial Mechanisms 2004-2009, The Swiss-Maltese Cooperation Programme [↑](#footnote-ref-6)
7. Insert project phase (if applicable). [↑](#footnote-ref-7)
8. This description should be a concise and comprehensive description of the actual project, neither its goals and objectives, nor the reason for implementing the project. The latter are catered for in other sections of the application. [↑](#footnote-ref-8)
9. Outcomes of your project should predominantly link to Outcomes1-3 directly related to the Malta NGO Programme. They may also link to other EEA programme outcomes cited in section 4 of the guidelines. Please indicate which programme outcomes your project contributes to. [↑](#footnote-ref-9)
10. This must include the Total Investment Cost i.e. the 100% [↑](#footnote-ref-10)
11. Bank interest earned from bank accounts where EEA Funding will be deposited. [↑](#footnote-ref-11)
12. **N** represents the start year of the project. [↑](#footnote-ref-12)
13. If any response for SAMB has not been received, a copy of the request must be submitted. [↑](#footnote-ref-13)
14. The total budget must correspond with the allocation proposed under Section 6 above. [↑](#footnote-ref-14)
15. What influence or lasting impact will the project have on government policies and actions related to the project theme. [↑](#footnote-ref-15)
16. Signatory should be the same as stated in Section 16 [↑](#footnote-ref-16)
17. In cases where the organisation has been set up for only one year, the audited accounts of the year would suffice. In the case of a newly established NGO, a declaration from the bank, confirming sufficient funds covering own co-financing. [↑](#footnote-ref-17)
18. In the case of a newly established NGO, a copy of the receipt of enrolment would suffice. As soon as the certificate is received, a copy must be submitted. [↑](#footnote-ref-18)
19. The Project Promoter should ideally include the SAMB position with the application. In any case, the Project Promoter must submit the state aid position within four (4) weeks from the closing date of the submission of this form. [↑](#footnote-ref-19)