



GAL XLOKK FOUNDATION

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Application Form

Measure 1: Restoration of assets of artistic and cultural value



Rural Development Programme for Malta 2014-2020

Part financed by the European Union

Co-financing Rate:

75% European Union; 25% Government of Malta



***The European Agricultural Fund for Rural Development:
Europe investing in rural areas***

Should you have any queries with the compilation of this form kindly contact GXF on info@galxlokk.com or call on 2099 8008.

Please read the accompanying ‘Guidance Notes for submission of Application for funding under Measure 1 – “Restoration of assets of artistic and cultural value” before completing the Application Form.

The information you provide in your Application Form will be used solely to check the eligibility of your project for the approval of the grant. Under no circumstances, will GXF use this information in contravention of the Data Protection Act.

If there is insufficient space to answer any question, please continue on a separate sheet and **attach** to the Application Form.

Applicants are to check that **ALL** necessary supporting documents are submitted together with this form. Reference can be made to the **Checklist in Section 7 of the Application Form**. **ONLY** Application Forms submitted by hand as per the stipulated deadline will be accepted.

Please complete this document in block letters.

In case of any conflicts between this application template, the guidance notes and the text of the Rural Development Programme (RDP) 2014-2020, GAL XLOKK Local Development Strategy and other legislative text, the interpretation given by the relevant legislation will be given the overall priority.

The foundation also reserves the right to request additional information not included in this application form.

In accordance with the Public Procurement Regulations, expenditure relating to economic operators convicted of a criminal offence are considered ineligible for funding and such expenditure will not be reimbursed by the Paying Agency.

SECTION 1 : APPLICATION SUMMARY

(TO BE FILLED IN BY PROJECT LEADER¹)

Name of Project Leader:

Postal Address:

Brief description of project emphasising the element for which funding is sought:

Tel. No:

Mobile No:

Email:

Website address:

Amount of Funding Sought (excl. VAT): **Euro (€)**

Amount of Funding Sought (incl. VAT) (80%): **Euro (€)**

Remaining Funds (20%): **Euro (€)**

Vat Amount (If Any): **Euro (€)**

Total Amount (100%): **Euro (€)**

¹ The project leader is the reference person for GXF during the application, the implementation and post implementation process (if the project is selected for funding).

For office use only:

Application Date:

Acknowledgement sent:

Pre-inspection Date:

Evaluation Date:

Board Approval Date:

Contract Issue Date:

Contract Signing Date:

Final Inspection Date:

Development Officer/s:

Funding Approved (Grant Excluding VAT):

€ _____

VAT Amount (If Any):

€ _____

Funding Approved (Grant Including VAT):

€ _____

Amount that has to be borne by the applicant (20%):

€ _____

Total Cost of the Project (100%):

€ _____

GXF Reference Number:

Programme and Measure: **LEADER PROGRAMME (2014-2020)**

Measure 1 – (M19.2)

SECTION 2: GENERAL APPLICANT DETAILS ²

2a.	Name of Applicant:	
	Postal Address:	
	Tel No:	Mobile No:
	Email:	Website Address:
	ID NO:	VAT Registration No:
		VO Registration No:
	Type of Applicant:	<input type="checkbox"/> Local Council <input type="checkbox"/> Natural person <input type="checkbox"/> Voluntary Organisation <p style="text-align: center;">Please specify your type of Organisation</p> <input type="checkbox"/> Band Club <input type="checkbox"/> Sports Organisation <input type="checkbox"/> Religious Organisation <input type="checkbox"/> Charitable Organisation <input type="checkbox"/> Environmental Organisation <input type="checkbox"/> Animal Welfare Organisation <input type="checkbox"/> Others _____

² If the project is being proposed by a number of entities/ individuals jointly, Section 2 of the application form must be filled in and signed by each entity/individual participating in the project. The copies must then be attached to the application form. Section 1 of the application form must be filled in by the nominated Project Leader.

2b.	Brief Resume (such as history, aims and objectives) of the applicant:	
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SECTION 3: DETAILS OF KEY PARTNERS TO THE ENTITY

In the box below, please list only the key partners (if any) that will be contributing directly to the proposed project. Be specific and write within the lines provided below. Add lines if necessary.

Name of Partner	Address of Partner	Role of partner in the project

<p>4c.</p>	<p>Project end Result:</p> <p><i>(Explain why your requested funds are important to start, continue or complete a project? How will the end result ensure continuity/sustainability of already established cultural heritage as well as expand on it)</i></p> <p><i>(Description of the type of operation)</i></p>	<p><input type="checkbox"/> Costs that are directly related to the restoration of the items or object or artefact or feature</p> <p><input type="checkbox"/> General professional fees up to a maximum of 10% of the total eligible costs of the project</p> <p><input type="checkbox"/> Costs linked to public relations of the project</p> <p><input type="checkbox"/> Others _____</p> <hr/>
<p>4d.</p>	<p>Focus areas, cross-cutting objectives and Malta needs</p>	<p>Project must target at least one or more of the following focus areas and cross cutting objectives. Please tick the focus areas and cross-cutting objectives targeted by the project.</p> <p><input type="checkbox"/> Focus Area 6B: Promoting social inclusion, poverty reduction and economic development in rural areas.</p> <p>Contribution to Cross-Cutting Objectives (the choice needs to be reflected in the applicant's answers of questions 4i to 4n)</p> <p><input type="checkbox"/> Sustainability</p> <p><input type="checkbox"/> Co-operation</p> <p><input type="checkbox"/> Innovation</p> <p>Others _____</p>

4e.	Project Location:	
4f.	Do you have a title to the project location?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4g.	If you have answered YES to the previous question, please tick one of the provided options	<input type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Guardianship Deed <input type="checkbox"/> Management Contract <input type="checkbox"/> Other (please specify) _____ The Agreement/Contract is valid for the following number of years: _____
4h.	If you have answered NO to question 4E, please specify what type of agreement you have on project location	<input type="checkbox"/> Declaration from owner of property where investments will be kept <input type="checkbox"/> Declaration from owner of property from where proposed services will be delivered The Declaration/Comfort Letter is valid for the following number of years: _____
Relevance to the objective of the measure		
4.i.1	Will the proposed project enhance the cultural value of the locality/area?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please provide details how:</i>

4.i.2	Will the asset to be restored increase the tourism potential of the locality/territory?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please provide details how:</i>
Link to the Xlokk Territory		
4.j.1	Explain how the proposed project is historically linked with the area	<i>Please Specify:</i>

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<p>4.j.2</p>	<p>Explain how the asset to be restored is geographically linked to other sites/assets of cultural value in the same area</p>	<p><i>Please Specify:</i></p>
<p>4.j.3</p>	<p>Explain how the asset to be restored is linked to other sites/assets of touristic value in the same area</p>	<p><i>Please Specify:</i></p>

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Type of Project		
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4.k.1	<p>Is the investment incorporating in an integrating project? Is it targeting more than one of the listed objectives?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Kindly, choose from the below identified objectives:</p> <p><input type="checkbox"/> Cultural exchange</p> <p><input type="checkbox"/> Enhancing of life quality</p> <p><input type="checkbox"/> Leisure & entertainment</p> <p><input type="checkbox"/> Skills building</p> <p><input type="checkbox"/> Others _____</p> <p><i>Please provide details for each identified objective:</i></p>
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<p>4.k.2</p>	<p>Is the investment area-based and targeting more than one asset/site within the same area?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>If yes, please provide details:</i></p>
<p>4.k.3</p>	<p>Does the project involve any cooperation? Does the project involve more than one local actor?</p> <p><i>(This refers to whether the project involves any partnership between more than one actor)</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>If yes, please provide details:</i></p>

Social Impact on the community

4.I.1

Provide details of the educational and information element targeting children

Please Specify:

4.I.2

Provide details of the educational and information element targeting youths

Please Specify:

4.1.3	<p>Provide details of the educational and information element targeting persons with learning difficulties and/or mixed abilities</p>	<p><i>Please Specify:</i></p>
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Preparedness

4.m.1	<p>Were the necessary arrangements with local stakeholders that are to be involved in the development and delivery of the activity made?</p> <p><i>(Refers to the submission of BOQs, quotations, restoration of method statement and owner's consent)</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Please specify:</p>
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<p>4.m.2</p>	<p>Are all PA / DNO permits and other relevant permits in hand or in the application process?</p> <p><i>(Please indicate clearly with a clarification letter from PA whether the project requires a Permit or not. Even if the infrastructural project is minor and no planning permits are required, please submit with the application a confirmation from the Planning Authority)</i></p> <p><i>In case of PA Permit, the same authority should have already consulted with the Superintendence of Cultural Heritage)</i></p>	<p><u>Development Notification Order (DNO)</u></p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> DNO Ref No: _____</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> In Application Process</p> <p><input type="checkbox"/> Application Ref No: _____</p> <p><u>FULL PERMIT</u></p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> Full permit Ref No: _____</p> <p><input type="checkbox"/> In Application Process</p> <p><input type="checkbox"/> Application Ref No: _____</p> <p><input type="checkbox"/> Not Applicable</p>
<p>Sustainability of the Project</p>		
<p>4.n</p>	<p>a) Explain how the project sustains the climate and environment</p>	<p><i>Please provide details:</i></p>

	<p>b) Explain how the investment supports the policies related to gender equality and non-discrimination</p>	<p><i>Please provide details:</i></p>
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SECTION 5: FUNDING DETAILS

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5a.	<p>Please provide information on the corresponding match funding. The applicant must indicate how it will provide the share of co-financing which amounts to 20% of the total eligible cost of the proposed investment. Please tick where applicable.</p> <p><input type="checkbox"/> Match funding from own financial resources (Please provide adequate evidence to support the statement i.e. declaration from a certified accountant or auditor confirming that the applicant can match the funding required from own financial resources);</p> <p><input type="checkbox"/> Match funding from Bank Loan (please provide a letter from a commercial bank confirming availability of credit facility).</p> <p style="background-color: #cccccc;">In the case of a Bank Loan, please specify:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;">Name of Bank:</td> <td rowspan="4"></td> </tr> <tr> <td style="vertical-align: top;">Branch:</td> </tr> <tr> <td style="vertical-align: top;">Contact Person:</td> </tr> <tr> <td style="vertical-align: top;">Telephone Number:</td> </tr> </table>	Name of Bank:		Branch:	Contact Person:	Telephone Number:
Name of Bank:						
Branch:						
Contact Person:						
Telephone Number:						
5b.	<p style="background-color: #cccccc;">Have you sought/received grant aid from other sources in respect of this project?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, please provide details:</i></p>					
5c.	<p style="background-color: #cccccc;">Have you ever incurred a Penalty applied under any EU Funding Scheme? <i>(Please note that this does not disqualify you from applying for RDP Funding)</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, please provide details:</i></p>					

SECTION 6: PROJECT MANAGEMENT DETAILS		
6a.	What is the proposed start date of the Project?	Quarter _____ of Year _____
6b.	What is the estimated time in months for the implementation and completion of the Project?	
6c.	What is the total cost of the Project? (excl. VAT)	€
6d.	How do you intend to finance it?	
	Own Funds (20%) € Vat Rate (%) Vat Amount € Loans € Grant (80%) € Others (Please specify) € Total: €	
6e.	What is the Total Grant Aid (80%) Requested?	
	<i>(The amount depends on the type of beneficiary) – Local Councils should calculate the amount including VAT; in case of VOs and natural persons the grant requested should be considered excluding VAT).</i>	
	€	

6f. Please complete the following table summarising the overall total Project Costs. (Please note that all figures should be excluding VAT)³

Table 1 -

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6⁴	Column 7⁵
In this column please specify the investment component relative to the type of investment	Chosen Quotations/ Bill of Quantities (BOQ)	Value excluding VAT (€)	VAT Amount (€)	Final Cost including VAT (€)	Applicant's Contribution (20%) excluding VAT (€)	Applicant's Contribution (20%) including VAT (€)
Costs that are directly related to the restoration of the items or object or artefact or feature						
General professional fees (capping of up to 10% of the total eligible costs of the project)						
Public relations						
Other Costs – Please specify						
TOTAL cost of the component investment:						

³ In the case of infrastructural investment, the applicant must submit a detailed cost estimated prepared and signed by a professional architect. In the case of a BOQ, the applicant is requested to indicate (in Table 6f) the line item covering the cost/s. In the case of other type of investment, the applicant must submit three (3) quotations (including supplier details, letterhead logo and Vat No, beneficiary's details and original signature) for the expenditure to be incurred.

⁴ The applicant must co-finance 20% of the eligible cost of the proposed investment.

⁵ The applicant must co-finance 20% of the eligible cost of the proposed investment. In this column the applicant must indicate his/her contribution plus the VAT component that must be paid by the applicant unless this is unrecoverable.

6g. State the expected timeframes each individual line item (investment) will be procured and disbursed (Applicable for Voluntary organisations and natural persons):

Description of line item	Quotation number/ Architect's Estimate	Indicative Procurement Date (Year and Month) <i>(When the line items will be procured)</i>	Indicative Disbursement Date/s (Year and Month) <i>(When claims will be submitted to ARPA)</i>	Value Excluding VAT (€)	VAT Amount and Rates		Total Amount (Including VAT) (€)
					(€)	(%)	
TOTAL							

Table 1 - State the expected number of tenders and the total value of each tender in €. VAT should be quoted separately.

6h. To be filled in by Public Entities (Local Councils) only					
Name of Tender/Call	Type of Tender	Procedure	Estimated Value (€)	VAT (€)	Total (Including VAT) (€)
TOTAL					

i. Implementation Schedule

In the table below, indicate the stage of the tender/call per quarter.

Please use the following acronyms

D = Design

T = Tendering & Contracting

I = Implementation

C = Closure

Year	Nth Year*				N+1			
(Please specify the N th year)	201_				201_			
Quarters	1st	2nd	3rd	4th	1st	2nd	3rd	4th
Tender/Call 1								
Tender/Call 2								
Tender/Call 3								

ii. **Contracting, Disbursement and Payment Claim Schedule**

(a) Has the project gone out to tender? Yes _____ No _____ (please mark accordingly)

	Year	N th Year*				N+1				TOTAL
	(please specify the N th year)	(starting year of the project)								
		201_				201_				
	Quarter	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	
Total eligible costs (excl VAT) (€)	Contracted									
	Disbursement									
VAT (€)	Contracted									
	Disbursement									
Grand Total (€)	Contracted									
	Disbursement									
Submission of Payment Claim	Eligible cost only									

(b) If yes, has/have the tender(s) been advertised in the Official Journal of the European Communities/Government Gazette?

Yes/No

(c) If the tender(s) has/have been advertised, please indicate:

i. Advertisement number _____

ii. Date (please supply a copy of the advert) _____

(d) If no, please provide details of the tendering arrangements anticipated.

SECTION 7: APPLICATION REQUIREMENTS CHECKLIST

Are the following documents in place?

	<i>Mark with an X were applicable</i>	YES	NO	Not applicable
1)	Original signed project application form (1) together with one (1) copy of the signed project application forms. This should include section 8 of the application form.			
2)	Soft copy of the application form saved both in PDF (.pdf) and WORD (.doc or .docx) format including also the supporting documentation			
3)	Copy of I.D. Card of Project Leader			
4)	Letter of Intent signed by the entity's official representatives or by the majority of the committee appointing the Project Leader			
5)	Title Deeds or Lease or other form of contract for Project Location (Contract) in case of infrastructural interventions or any other interventions that are related to the building			
6)	Signed Owner's consent in the case of a lease/management agreement/guardianship or any other form of contract for the works to be carried out			
7)	Log/Timeline of activities (in case of investments that will result in delivery of specific services – (Section 6G of the application form)			
8)	Section 6G of the application duly filled			
9)	Section 6H of the application duly filled			
10)	Copy of Voluntary Organisation (VO) Certificate issued by the Commissioner for Voluntary Organisations			
11)	A copy of the certificate/email of compliance issued by the Commissioner for Voluntary Organisations till the year ending 2017			
12)	The latest signed VO statute as approved by the Commissioner for Voluntary Organisations			
13)	Financial Accounts for year ending 2018 as submitted to the Commissioner for Voluntary Organisations			
14)	Audited financial statements of year n-1 and n2. If n1 year audited accounts are not available, the applicant is to submit management financial accounts.			
15)	The most recent site plans and approved drawings found in the PA website related to the proposed investment			

16)	Income tax compliance certificate – a certificate issued not earlier than three months from the date of the application submission, by the Inland Revenue Department confirming that the applicant has no liabilities in respect of Income Tax or is otherwise honouring an agreement for settling any outstanding amounts.			
17)	Copy of application with PA and proposed drawings and site plans related to the proposed investment			
18)	Correspondence with the PA that the enhancement to premises or the proposed use does not require a PA permit or a DNO.			
19)	The restoration method statement as submitted to the PA. The method statement should meet the requirements of the Superintendence of Cultural Heritage			
20)	Copy of VAT Certificate			
21)	Copy of latest Jobsplus certificate			
22)	FSS / SSC Clearance Certificate from the Inland Revenue Department together with VAT Declaration from the VAT Department confirming there are no pending dues (<i>the certificate should not be dated up to 3 months prior to the deadline of this batch/deadline</i>)			
23)	Itemised comparable guaranteed quotations ⁶ or pro-forma invoices for all project costs which are not related to infrastructural investment (3 quotations , including VAT number, original signature, details of both supplier and beneficiary)			
24)	Detailed, Signed and Dated Estimate by an architect in case of structural works (Bill of Quantities)			
25)	In case of the submission of 3 quotations, a signed and dated adjudication report stating the chosen supplier/s – to be signed by the project leader and another legal representative of the entity			
26)	Original signed Bank, accountant or auditor’s declaration confirming availability of own resources if the co-financing of the project will be met through own resources – (An original signed declaration stating that the applicant is financially sound to cover the 20% co-financing.)			
27)	The latest photographic evidence of the proposed investment			
28)	If private part is to be financed by a bank loan, a bank letter of intent or a bank sanction letter is to be provided. The letter shall be issued			

⁶ “Guaranteed quotations” means that the applicant must get a formal signed and dated quotation from the supplier/s which must remain valid until completion of the project if the project is selected for funding. This quotation must be a formal one including the letterhead of the supplier, details of both supplier and the applicant, VAT numbers and original signature.

	not earlier than 3 months from the date of the submission of the application			
29)	All sections of the application form have been filled in			
LIST OF ANNEXES CHECKLIST				
30)	Annex 1 of the guidance notes – VAT Declaration Form			
31)	Restoration method statement – As indicated in Annex 2 of the guidance notes			
32)	Annex 3 – Bank’s letter of intent			

SECTION 8: DECLARATION

- I certify that the entries in this form and any other attachments enclosed are, to the best of my knowledge and belief, **correct** and the grant 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 Section 6 of this Application Form.
- I allow access to the land/buildings to any authorised person for the purpose of carrying out an inspection in order to verify the accuracy of the information in this application.
- I **will notify GXF** in advance of carrying out any changes, alterations or modifications to the project or any of the project activities (for example changes to models of equipment chosen at application stage). GXF reserves the right not to approve any request for modifications.
- I confirm that should I benefit from a grant under this Scheme, I must complete the project in accordance with the terms and conditions stipulated in the Grant Agreement. Should I fail to do so, I will not receive the grant and, if I would have already received any payments from the grant, **I would have to reimburse the funds received** and **interest charges** may be applicable.
- I will provide information on the results achieved following implementation of the project and I undertake to provide this information on an annual basis for five (5) years from the date of the grant agreement.
- I will provide any further information as may be required by all stakeholders within the Ministry for European Affairs and Equality (MEAE), Agriculture and Rural Payments Agency (ARPA), Government entities and the GAL XLOKK Foundation (GXF) that may undertake audit checks and controls.
- I understand that if the application is not complete in all relevant detail and every aspect, including this section, it may be rejected.
- I confirm that the entity submitting this application has not received any other grant for the project being proposed in this application. I confirm that should the entity receive a grant for this project prior to the adjudication of the grant under LEADER, I will inform GXF, MA and ARPA immediately. I am aware that should I receive the grant under LEADER, **I will not be eligible** to apply under other grants to obtain additional funding for the same project proposed in this application.

Signature of Project Leader:

Name in Block Capitals:

Date:

Position Held:

SECTION 9: DATA INFORMATION

Part or all of the information you provide will be held on computer. This information will be used for the administration of application, publicity and producing monitoring reports. The Foundation has the right to share information with government departments, agencies and implementing bodies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.

This Application form along with any attached documents will be treated as confidential throughout and after the project appraisal process. However, if your project is selected for an award of grant, to meet EU requirements for transparency regarding the use of EAFRD assistance, the Ministry for European Affairs and Equality and GXF have the right to publish the name of the applicant, the amount of grant awarded and a brief summary of the project.

I understand that GXF are required to set **performance indicators/targets** for each project at the outset and monitor these during the implementation of the project, immediately after completion of the project and thereafter on an on-going basis.

Details of all grants will be published on the GXF website www.galxlokk.com

Please return your completed Application form and Annexes along with the necessary documentation by hand to:

GAL XLOKK FOUNDATION (GXF)

'269', Main Street,

Hal-Qormi, QRM1107.

Malta.

For official use only:

Acknowledged by: _____

Date: ____/____/____

EU Database Ref Number: GXF/1/_____

Signature: