



GAL XLOKK FOUNDATION

269, Main Street,
Qormi. QRM 1107. Malta.

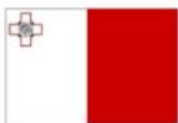
Telephone: (+) 356 – 2099 8008

Email: info@galxlokk.com
Website: www.galxlokk.com
Facebook Page: [Gal Xlokk Foundation](#)



Application Form (Call no. 5)

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 **Check-list in Section 8 of the Application Form**. **ONLY** Application Forms submitted 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 LEADER)

Name of Project Leader:	
Postal Address:	
Brief description of project emphasising the element for which funding is sought:	
Telephone No:	
Mobile No:	
Email:	
Amount of Funding Sought (excl. VAT):	€
Amount of Funding Sought (incl. VAT) (80%):	€
Remaining Funds (20% or more):	€
Vat Amount (If Any):	€
Total Amount (100%):	€

<u>For office use only</u>	
Application Date:	
Acknowledgement sent:	
Pre-inspection Date:	
Evaluation Date:	
Board Approval Date:	
Contract Issue Date:	
Contract Signing Date:	
Signature of GXF officer:	

Programme: LEADER PROGRAMME (2014-2020)	
Measure: (1) – (M19.2)	
Funding Approved (Grant Excluding VAT)	
VAT Amount (If Any):	
Funding Approved (Grant Including VAT):	
Amount that has to be borne by the applicant (20% or more):	
Total Cost of the Project (100%):	
GXF Reference number:	

SECTION 2: GENERAL APPLICANT DETAILS										
2A	Name of Applicant:									
	Postal Address:									
	Tel No:									
	Email:									
	ID NO:									
	Mobile no:									
	Website address:									
	VAT registration no:									
	VO registration no:									
	Type of applicant:	<table border="1"> <thead> <tr> <th colspan="2">MARK WITH AN 'X' WHERE APPLICABLE</th> </tr> </thead> <tbody> <tr> <td></td> <td>Natural person</td> </tr> <tr> <td></td> <td>Voluntary Organisation</td> </tr> <tr> <td></td> <td>Local Council</td> </tr> </tbody> </table>		MARK WITH AN 'X' WHERE APPLICABLE			Natural person		Voluntary Organisation	
MARK WITH AN 'X' WHERE APPLICABLE										
	Natural person									
	Voluntary Organisation									
	Local Council									
2B	Brief Resume (such as history, aims and objectives) of the applicant:									

SECTION 3: DETAILS OF PROJECT PARTNERS

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

SECTION 4: PROPOSED PROJECT DETAILS

4a.	Project Title:	
4b.	Project Description and Main Objectives: <i>(You should explain what the project is, how the idea came about and why you want to undertake this project. Explain how this project will strengthen the cultural identity and improve the quality of life of people living in your project location. Continue on a separate sheet if necessary or attach a business plan)</i> <i>If you wish LEADER funding to cover the costs of a particular element/phase of the project, you should clear indicate that part here.</i>	

4e.	Project Location:																
4f.	Do you have a title to the project location?	<table border="1"> <tr> <th colspan="2" data-bbox="655 539 1477 577">MARK WITH AN 'X' WHERE APPLICABLE</th> </tr> <tr> <td data-bbox="655 577 823 647"></td> <td data-bbox="823 577 1477 647">YES</td> </tr> <tr> <td data-bbox="655 647 823 719"></td> <td data-bbox="823 647 1477 719">NO</td> </tr> </table>		MARK WITH AN 'X' WHERE APPLICABLE			YES		NO								
MARK WITH AN 'X' WHERE APPLICABLE																	
	YES																
	NO																
4g.	If you have answered YES to the previous question, please tick one of the provided options	<table border="1"> <tr> <th colspan="2" data-bbox="655 763 1477 815">MARK WITH AN 'X' WHERE APPLICABLE</th> </tr> <tr> <td data-bbox="655 815 842 943"></td> <td data-bbox="842 815 1477 943">Ownership</td> </tr> <tr> <td data-bbox="655 943 842 1061"></td> <td data-bbox="842 943 1477 1061">Lease</td> </tr> <tr> <td data-bbox="655 1061 842 1182"></td> <td data-bbox="842 1061 1477 1182">Guardianship Deed</td> </tr> <tr> <td data-bbox="655 1182 842 1303"></td> <td data-bbox="842 1182 1477 1303">Management Contract</td> </tr> <tr> <td data-bbox="655 1303 842 1424"></td> <td data-bbox="842 1303 1477 1424">Other (please specify)</td> </tr> <tr> <td colspan="2" data-bbox="655 1424 1477 1671"> <p>The Agreement/Contract is valid for the following number of years:</p> </td> </tr> </table>		MARK WITH AN 'X' WHERE APPLICABLE			Ownership		Lease		Guardianship Deed		Management Contract		Other (please specify)	<p>The Agreement/Contract is valid for the following number of years:</p>	
MARK WITH AN 'X' WHERE APPLICABLE																	
	Ownership																
	Lease																
	Guardianship Deed																
	Management Contract																
	Other (please specify)																
<p>The Agreement/Contract is valid for the following number of years:</p>																	
4h.	If you have answered NO to question 4F, please specify what type of agreement you have on project location	<table border="1"> <tr> <th colspan="2" data-bbox="655 1738 1477 1805">MARK WITH AN 'X' WHERE APPLICABLE</th> </tr> <tr> <td data-bbox="655 1805 842 1917"></td> <td data-bbox="842 1805 1477 1917">Declaration from owner of property where investments will be kept</td> </tr> </table>		MARK WITH AN 'X' WHERE APPLICABLE			Declaration from owner of property where investments will be kept										
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	Declaration from owner of property where investments will be kept																

			Declaration from owner of property from where proposed services will be delivered
		The Declaration/Comfort Letter is valid for the following number of years: _____	

SECTION 5

(AS PER ARTICLE 28 OF THE GUIDANCE NOTES POINTS WILL BE GIVEN ON THE BASIS OF THE BELOW CRITERIA)

(I) Relevance to the objective of the measure

I A	<p>Will the proposed restoration enhance the cultural value of the locality/area?</p> <p>(10 points)</p>	MARK WITH AN 'X' WHERE APPLICABLE	
			YES
			NO
<p><i>If yes, please provide details how:</i></p>			
I B	<p>Will the asset to be restored increase the tourism potential of the locality/territory?</p> <p>(10 points)</p>	MARK WITH AN 'X' WHERE APPLICABLE	
			YES
			NO
<p><i>If yes, please provide details how:</i></p>			

(II) Link to the Xlokk Territory		
II A	Explain how the proposed project is historically linked with the area (10 points)	<i>Specify below:</i>
II B	Explain how the asset to be restored is linked to other sites/assets of cultural value in the same area (5 points)	<i>Specify below:</i>
II C	Explain how the asset to be restored is linked to other sites/assets of tourist value in the same area (5 points)	<i>Specify below:</i>

III C	<p>Does the project involve any cooperation? Does the project involve more than one local actor?</p> <p>(5 points)</p> <p><i>(This refers to whether the project involves any partnership between more than one actor)</i></p>	MARK WITH AN 'X' WHERE APPLICABLE
		YES
		NO
		<p><i>If yes, please provide details:</i></p>
(IV) Social Impact on the community		
IV A	<p>Provide details of the educational and information element targeting children</p> <p>(5 points)</p>	<p><i>Specify below:</i></p>

IV B	<p>Provide details of the educational and information element targeting youths</p> <p><i>(5 points)</i></p>	<i>Specify below:</i>							
IV C	<p>Provide details of the educational and information element targeting persons with learning difficulties and/or mixed abilities</p> <p><i>(5 points)</i></p>	<i>Specify below:</i>							
(V) Preparedness									
V A	<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>(10 points)</i></p> <p><i>(Refers to the submission of BOQs, quotations, restoration method</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">MARK WITH AN 'X' WHERE APPLICABLE</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;"></td> <td style="text-align: center;">YES</td> </tr> <tr> <td></td> <td style="text-align: center;">NO</td> </tr> </tbody> </table> <p><i>If yes, please provide details:</i></p>		MARK WITH AN 'X' WHERE APPLICABLE			YES		NO
MARK WITH AN 'X' WHERE APPLICABLE									
	YES								
	NO								

	statement and owner's consent)																											
V B	<p>Has the necessary consultation with the relevant authorities taken place?</p> <p>(*This can include the Planning Authority, Superintendence of Cultural Heritage, Archdiocese of Malta. The competent authority varies on the nature of the project)</p> <p>(5 points)</p> <p><i>(In case of infrastructural work, Please indicate clearly with a clarification letter from PA whether the project requires a Permit or not. Even if the infrastructural project is minor, please submit with the application a confirmation from the Planning Authority)</i></p> <p><i>In case of PA Permit, the same authority</i></p>	<table border="1"> <tr> <td colspan="2" data-bbox="555 584 1369 622"><u>Development Notification Order (DNO) – if applicable</u></td> </tr> <tr> <td data-bbox="555 622 730 689"></td> <td data-bbox="730 622 1369 689">YES</td> </tr> <tr> <td data-bbox="555 689 730 757"></td> <td data-bbox="730 689 1369 757">NO</td> </tr> <tr> <td colspan="2" data-bbox="555 757 1369 907">DNO REFERENCE NO:</td> </tr> <tr> <td data-bbox="555 907 730 974"></td> <td data-bbox="730 907 1369 974">IN APPLICATION PROCESS</td> </tr> <tr> <td colspan="2" data-bbox="555 974 1369 1124">APPLICATION REFERENCE NO:</td> </tr> <tr> <td colspan="2" data-bbox="555 1124 1369 1169" style="text-align: center;"><u>FULL PERMIT</u></td> </tr> <tr> <td data-bbox="555 1169 730 1236"></td> <td data-bbox="730 1169 1369 1236">YES</td> </tr> <tr> <td data-bbox="555 1236 730 1303"></td> <td data-bbox="730 1236 1369 1303">NO</td> </tr> <tr> <td colspan="2" data-bbox="555 1303 1369 1453">FULL PERMIT REFERENCE NO:</td> </tr> <tr> <td data-bbox="555 1453 730 1520"></td> <td data-bbox="730 1453 1369 1520">IN APPLICATION PROCESS</td> </tr> <tr> <td colspan="2" data-bbox="555 1520 1369 1671">APPLICATION REFERENCE NO:</td> </tr> <tr> <td data-bbox="555 1671 730 1738"></td> <td data-bbox="730 1671 1369 1738">NOT APPLICABLE</td> </tr> </table>	<u>Development Notification Order (DNO) – if applicable</u>			YES		NO	DNO REFERENCE NO:			IN APPLICATION PROCESS	APPLICATION REFERENCE NO:		<u>FULL PERMIT</u>			YES		NO	FULL PERMIT REFERENCE NO:			IN APPLICATION PROCESS	APPLICATION REFERENCE NO:			NOT APPLICABLE
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APPLICATION REFERENCE NO:																												
	NOT APPLICABLE																											

	<i>consults with the Superintendence of Cultural Heritage)</i>	
(VI) Sustainability of the Project		
VI A	a) Explain how the project sustains the climate and environment (5 points)	<i>Specify below:</i>
VI B	b) Explain how the investment supports the policies related to gender equality and non-discrimination (5 points)	<i>Specify below:</i>

SECTION 6: FUNDING DETAILS

6A. 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.

MARK WITH AN 'X' WHERE APPLICABLE

	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);
	Match funding from Bank Loan (please provide a letter from a commercial bank confirming availability of credit facility).

In the case of a Bank Loan, please specify:

Name of Bank:

Branch:

Contact Person:

Telephone Number:

6B. Have you sought/received grant aid from other sources in respect of this project?

MARK WITH AN 'X' WHERE APPLICABLE

	YES
	NO

If yes, please provide details:

6C.

Have you ever incurred a Penalty applied under any EU Funding Scheme?

(Please note that this does not disqualify you from applying for RDP Funding)

MARK WITH AN 'X' WHERE APPLICABLE

	YES
	NO

If yes, please provide details:

SECTION 7: PROJECT MANAGEMENT DETAILS

7a.	What is the proposed start date of the Project?	Quarter _____ of Year _____
7b.	What is the estimated time in months for the implementation and completion of the Project?	
7c.	What is the total cost of the Project? (excl. VAT)	€
7d.	How do you intend to finance it?	
	Own Funds (20%) € Vat Rate (%) Vat Amount € Loans € Grant (80%) € Others (Please specify) € Total: €	
7e.	What is the Total Grant Aid (80%) Requested?	
	€	

7f. Please complete the following table summarising the overall total Project Costs.						
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
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						
<i>Other Costs – Please specify</i>						
TOTAL cost of the component investment:						

**7G. State the expected time-frames 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							

7H. To be filled in by Public Entities (Local Councils) only

(I) State the expected number of tenders and the total value of each tender in €. VAT should be quoted separately.

Name of Tender/Call	Type of Tender	Procedure	Estimated Value (€)	VAT (€)	Total (Including VAT) (€)
TOTAL					

7H - (II) 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	N th Year*				N+1			
(Please specify the N th year)	201_				201_			
Quarters	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th
Tender/Call 1								
Tender/Call 2								
Tender/Call 3								

7H - (III) Contracting, Disbursement and Payment Claim Schedule

	Year	N th Year*				N+1				TOTAL
		(Starting year of the project)								
<i>Amount in €</i>	(Please specify the N th year)	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 amount	Contracted									
	Disbursement									
Grand Total	Contracted									
	Disbursement									
Submission of Payment Claim	Eligible cost only									

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

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

Yes/No

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

i. Advertisement number _____

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

c. If no, please provide details of the tendering arrangements anticipated.

SECTION 8: APPLICATION REQUIREMENTS CHECKLIST

	<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 form. This should include the supporting documents.			
2)	A 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)	Section 7G of the application duly filled - for VOs and natural persons only			
8)	Section 7H (I, ii and iii) of the application duly filled - for local councils only			
9)	Copy of Voluntary Organisation (VO) Certificate issued by the Commissioner for Voluntary Organisations			
10)	A copy of the certificate/email of compliance issued by the Commissioner for Voluntary Organisations till the year ending 2021			
11)	The latest signed VO statute as approved by the Commissioner for Voluntary Organisations			
12)	Financial Accounts as submitted to the Commissioner for Voluntary Organisations for the last two years (minimum for years 2021 and 2020)			
13)	Audited financial statements of year n-1 and n-2. If n1 year audited accounts are not available, the applicant is to submit management financial accounts.			
14)	The most recent site plans and approved drawings found in the PA website related to the proposed investment			
15)	Copy of application with PA and proposed drawings and site plans related to			

	the proposed investment (having a PA or DNO number)			
16)	The restoration method statement as submitted to the PA. The method statement should meet the requirements of the Superintendence of Cultural Heritage			
17)	Copy of VAT Certificate			
18)	FSS / SSC Compliance Certificate from the Inland Revenue Department confirming there are no pending dues or is otherwise honouring an agreement for settling any outstanding amounts (the certificate should not be dated up to 3 months prior to the deadline of this batch/deadline) - an email should be sent on certificates.cfr@gov.mt			
19)	A declaration from an accountant or auditor confirming that the applicant qualifies as a tax exempt entity and falls under the definition of a non-taxable person			
20)	Itemised comparable guaranteed quotations for all project costs which are not related to infrastructural investment (3 quotations , including VAT number, original signature, details of both supplier and beneficiary)			
21)	Detailed, Signed and Dated Estimate by an architect in case of structural works (Bill of Quantities)			
22)	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			
23)	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			
24)	Original signed declaration from the treasurer and another signatory confirming availability of own resources if the co-financing of the project will be met through own resources			
25)	The latest photographic evidence of the proposed investment			
26)	Signed list of committee members (including their role, ID number and address)			
27)	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 not earlier than 3 months from the date of the submission of the application			
28)	All sections of the application form have been filled in			
LIST OF ANNEXES CHECKLIST				
29)	Annex 1 of the guidance notes – VAT Declaration Form			

30)	Restoration method statement of the chosen supplier/s – As indicated in Annex 2 of the guidance notes			
31)	Annex 3 – Bank’s letter of intent			
32)	Annex 4 – Financial Bid/RFQ template			

SECTION 9: 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 time-scales indicated in Section 7 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 the Economy, European Funds and Lands, Ministry for Agriculture, Fisheries and Animal Rights, the Funds and Programmes Division (FPD) and the Agriculture 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:

Signature of both Mayor and Executive Secretary:

Name in Block Capitals:

Name in Block Capitals:

Date:

Position Held:

SECTION 10: 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 FPD within the Ministry for the Economy, European Funds and Lands, 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,

Ħal-Qormi, QRM1107.

Malta

<u>For office use only</u>	
Acknowledged by:	
Date:	
GXF Reference number:	
Signature	