



GAL XLOKK FOUNDATION

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Email: info@galxlokk.com

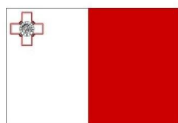
Website: www.galxlokk.com

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Application Form

Measure 2: Strengthening a healthy cultural identity



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 2 – Strengthening a healthy cultural identity (6th call) 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 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.

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%):	€

<i>For office use only</i>	
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: (2) – (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><input type="checkbox"/></td> <td>Voluntary Organisation registered and compliant with the Office of the Commissioner for Voluntary Organisations</td> </tr> </tbody> </table>		MARK WITH AN 'X' WHERE APPLICABLE		<input type="checkbox"/>
MARK WITH AN 'X' WHERE APPLICABLE						
<input type="checkbox"/>	Voluntary Organisation registered and compliant with the Office of the Commissioner for Voluntary Organisations					
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>	

4c. Project end Result: <i>(Description of the type of operation)</i>	MARK WITH AN 'X' WHERE APPLICABLE	
		<u>Major investments (capping of €30,000)</u> Involves Infrastructural Works/improvement of immovable property
		<u>Smaller Scale investment (capping of €15,000)</u> Involving the Purchasing of Equipment/Instruments/Other Fixtures and Fittings
		<u>Smaller Scale investment (capping of €15,000)</u> Involving the Procurement of durable aids and accessories (such as traditional costumes and other artefacts)
		<u>Organisation of new Events (capping of €5,000)</u> Involving the leasing of temporary facilities and infrastructure (Up to 20% of total costs)
		Other costs which can be included as <u>part</u> of any type of the 3 investments. i.e. these costs alone cannot be included under major investments, but can be included with other components: <input type="checkbox"/> Knowledge Capacity building (such as historical, traditional documentary evidence) <input type="checkbox"/> Costs of procurement of specialist services, including experts' fees (Up to 10% of total costs) <input type="checkbox"/> General costs linked to expenditure, such as architect, engineer and consultation fees (Up to 10% of total costs) <input type="checkbox"/> Project publicity costs
	Others _____ <hr/>	

4d.	Focus areas, cross-cutting objectives and Malta needs	<p>Project must target at least one or more of the following focus areas and cross cutting objectives.</p> <p><i>(Please mark with a 'X' the focus areas and cross-cutting objectives targeted by the project).</i></p>								
		<table border="1"> <tr> <td></td> <td>Focus Area 6B: Promoting social inclusion, poverty reduction and economic development in rural areas.</td> </tr> </table>		Focus Area 6B: Promoting social inclusion, poverty reduction and economic development in rural areas.						
	Focus Area 6B: Promoting social inclusion, poverty reduction and economic development in rural areas.									
		<p>Contribution to the Cross-Cutting Objectives</p> <p><i>(the choice needs to be reflected in the applicant's answers of questions 4i to 4n) - Mark with a 'X' where applicable</i></p> <table border="1"> <tr> <td></td> <td>Sustainability</td> </tr> <tr> <td></td> <td>Co-operation</td> </tr> <tr> <td></td> <td>Innovation</td> </tr> <tr> <td>Others</td> <td></td> </tr> </table>		Sustainability		Co-operation		Innovation	Others	
	Sustainability									
	Co-operation									
	Innovation									
Others										
4e.	Project Location:									
4f.	Do you have a title to the project location?	<table border="1"> <tr> <th colspan="2">MARK WITH AN 'X' WHERE APPLICABLE</th> </tr> <tr> <td></td> <td>YES</td> </tr> <tr> <td></td> <td>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">MARK WITH AN 'X' WHERE APPLICABLE</th> </tr> <tr> <td></td> <td>Ownership</td> </tr> <tr> <td></td> <td>Lease</td> </tr> <tr> <td></td> <td>Guardianship Deed</td> </tr> </table>	MARK WITH AN 'X' WHERE APPLICABLE			Ownership		Lease		Guardianship Deed
MARK WITH AN 'X' WHERE APPLICABLE										
	Ownership									
	Lease									
	Guardianship Deed									

		Management Contract								
		Other (please specify)								
		The Agreement/Contract is valid for the following number of years:								
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">MARK WITH AN 'X' WHERE APPLICABLE</th> </tr> <tr> <td></td> <td>Declaration from owner of property where investments will be kept</td> </tr> <tr> <td></td> <td>Declaration from owner of property from where proposed services will be delivered</td> </tr> <tr> <td colspan="2">The Declaration/Comfort Letter is valid for the following number of years: _____</td> </tr> </table>	MARK WITH AN 'X' WHERE APPLICABLE			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: _____	
MARK WITH AN 'X' WHERE APPLICABLE										
	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 27, (SELECTION CRITERIA) 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 project enhance the cultural and social heritage value of the locality/area?</p> <p><i>(10 points)</i></p>	MARK WITH AN 'X' WHERE APPLICABLE	
			YES
			NO
		<p><i>If yes, please provide details how:</i></p>	
I B	<p>Will the proposed investment be attracting tourists (non-residents)?</p> <p><i>(5 points)</i></p>	MARK WITH AN 'X' WHERE APPLICABLE	
			YES
			NO
		<p><i>If yes, please provide details how:</i></p>	

I C	<p>Will the proposed investment encourage more participation and increase the organisation of events (such as regular exhibitions) that may become part of the annual calendar of events?</p> <p><i>(10 points)</i></p>	MARK WITH AN 'X' WHERE APPLICABLE
		YES
		NO
		<p><i>If yes, please provide details how and what type of activities will be organised on a regular basis to increase and encourage more participation:</i></p>
(II) Link to the Xlokk Territory		
II A	<p>How does the investment link the historical and social characteristics with the cultural heritage and</p>	<p><i>Please Specify:</i></p>

	<p>traditions of the area?</p> <p><i>(5 points)</i></p>	
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<p>II B</p>	<p>How does the cultural investment is geographically linked to the territory?</p> <p><i>(5 points)</i></p>	<p><i>Please Specify:</i></p>
<p>II C</p>	<p>How does the cultural investment link to other activities of cultural and/or touristic within the same area?</p> <p><i>(5 points)</i></p>	<p><i>Please Specify:</i></p>

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(III) Type of Project

III A	<p>Is the investment targeting the achievement of any of the following objectives?</p> <p><i>(10 points)</i></p>	MARK WITH AN 'X' WHERE APPLICABLE	
			YES
			NO
		Kindly, choose from the below identified objectives:	
			Cultural exchange
			Enhancing of life quality
			Leisure & entertainment
			Skills building
			Others
		<p><i>Please provide details for each identified objective:</i></p>	

III B	<p>Does the investment involve the collaboration between local actors emanating from different sectors of arts, crafts and popular culture?</p> <p>(10 points)</p>	MARK WITH AN 'X' WHERE APPLICABLE	
		<input type="checkbox"/>	<i>YES</i>
		<input type="checkbox"/>	<i>NO</i>
		<p><i>If yes, please provide details how:</i></p>	

(IV) Social Impact on the community

IV A	<p>Provide details of the social impact of the investment on children and youths</p> <p>(5 points)</p>	<p><i>Please Specify:</i></p>
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IV B	<p>Provide details of the social impact of the investment on elderly people</p> <p><i>(5 points)</i></p>	<i>Please Specify:</i>
IV C	<p>Provide details of the social impact of the investment on persons with learning difficulties and/or mixed abilities</p> <p><i>(5 points)</i></p>	<i>Please Specify:</i>

(V) Preparedness		
V A	Were the necessary arrangements with local actors that are to be involved in the development and delivery of the activity made?	MARK WITH AN 'X' WHERE APPLICABLE
		<i>YES</i>
		<i>NO</i>
		<i>If yes, please provide details how:</i>
	<i>*This refers to the submission of necessary quotations, documentation and agreements in case of partnerships.</i>	
	(5 points)	

V B	<p>Are all PA / DNO permits and other relevant permits in hand or in the application process?</p> <p><i>(In case of infrastructural works, 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>(5 points)</p>	<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	

(VI) Sustainability of the Project

VI A	<p>Explain how you intend to sustain the project following 5 years after the last payment</p> <p>(One could include an attachment with the application including Operational Costs such as: Maintenance, operations etc....)</p> <p>(5 points)</p>	<p><i>Please provide details:</i></p>
VI B	<p>Explain how the project sustains the climate and environment</p> <p>(5 points)</p>	<p><i>Please provide details:</i></p>

VI C	Explain how the investment supports the policies related to gender equality and non-discrimination <i>(5 points)</i>	<i>Please provide details:</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:

<p>Name of Bank:</p> <p>Branch:</p> <p>Contact Person:</p> <p>Telephone Number:</p>	
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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. ¹

Table 1 -

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6 ²	Column 7 ³
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 (€)
<i>Construction Costs</i>						
<i>Purchases of new fixtures and fittings</i>						
<i>Purchase of new equipment/instruments</i>						
<i>General costs such as architects, engineers and consultants – (maximum capping of 10% applies)</i>						
<i>Costs of procurement of specialist services, including experts' fees</i>						
<i>Leasing of temporary facilities and infrastructure (maximum capping of 20% applies)</i>						
<i>Expenses related to capacity building of knowledge (such as traditional documentary evidence)</i>						
<i>Organisation of Activities</i>						

¹ 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 a minimum of (1) quotation at application stage (including supplier details, letterhead logo and Vat No, beneficiary's details and original signature) for the expenditure to be incurred.

² The applicant must co-finance 20% of the eligible cost of the proposed investment.

³ 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.

	<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:

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							

SECTION 8: APPLICATION REQUIREMENTS CHECKLIST

Are the following documents in place?				
	<i>Mark with an X were applicable</i>	YES	NO	<i>Not applicable</i>
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 cases 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	Signed declaration from owner of the premises specifying the address from where the applicant will be delivering the proposed service for the following 5 years from projected completion date of the project (in cases of investments that are NOT related to the buildings)			
8	Log/Time-line of activities (in case of investments that will result in delivery of specific services – (Section 7G of the application form)			
9	Copy of Voluntary Organisation (VO) Certificate issued by the Commissioner for Voluntary Organisations			
10	A copy of the latest (2021) certificate of compliance issued by the Commissioner for Voluntary Organisations			
11	The latest VO statute as approved by the Commissioner for Voluntary Organisations			
12	The financial Accounts as submitted to the Commissioner for Voluntary Organisations for the last two years (minimum for the year 2021 and 2020)			
13	PA permit and approved site plans and drawings related to the proposed investment			
14	Correspondence with the PA that the enhancement to premises or the proposed use does not require a PA permit or a DNO.			
15	Copy of VAT Certificate			

16	A minimum of one (1) itemized quotation for all project costs which are not related to infrastructural investment (1 quotation , including VAT number of suppliers and beneficiary, reference number, original signature of the supplier (signature only required in case of RFQ or Financial Bid Form), details supplier, address of beneficiary, amount excluding VAT, VAT rate, total including VAT and quantities.)			
17	Detailed, Signed and Dated Estimate by an architect in case of structural works (Bill of Quantities)			
18	In case of the submission of 3 quotations, a signed Adjudication Report stating the chosen supplier/s – to be signed by the project leader and another legal representative of the entity			
19	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 – Declaration should clearly refer to the project being implemented.			
20	Original signed declaration by treasurer and another signatory confirming availability of own resources if the co-financing of the project will be met through own resources – Declaration should clearly refer to the project being implemented.			
21	The latest photographic evidence of the proposed investment			
22	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			
23	Signed list of committee members (including their role, ID number and address)			
24	FSS/SSC Compliance Certificate from the Inland Revenue Department confirming there are no pending dues or 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			
25	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			
26	Annex 1 – VAT Declaration Form			
27	Annex 2 – Bank’s letter of intent			
28	Annex 3 – Financial Bid Form			

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 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, the Funds and Programmes Division, 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 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, Ministry for the Economy, European Funds and Lands, the Funds and Programmes Division, 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 submit the application form together with all supporting documentation to the GXF offices by hand at 269, Main Street, Qormi, QRM 1107.

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