Project Proposal

**LEADER Programme (Community Led Local Development)**

**RURAL DEVELOPMENT PROGRAMME 2014 - 2020  
Regulation (EU) 1305/2013 (EAFRD Regulation)**

**Call reference number: GXF/M2/2024/Call 8**

|  |  |
| --- | --- |
| Call | 8 |
| Programme | LEADER Programme (Community Led Local Development) - Rural Development Programme 2014 - 2020 |
| Sub - Measure | Measure 2: Strengthening a healthy cultural identity |
| Reference Number *(For office use only)* | *(For office use only)* |

|  |
| --- |
| **DEADLINE: Thursday 8th August 2024 (12:00HRS CET)** |

|  |
| --- |
| **⚠ IMPORTANT NOTICE**  The Form consists of two parts:   * Part A contains structured administrative information. * Part B is a narrative technical description of the project. * Part C is the Selection Criteria questions.   All data and documents will be treated as confidential, however, information may be shared with other competent authorities when deemed necessary for verification purposes.  Personal data will be handled in accordance with EU Regulation 2018/17252 to ensure compliance with the principles of transparency, proportionality, impartiality and legality.  **Character limits**:   * most sections contain an indication of the maximum number of words allowed. The applicants should be guided by such indication in terms of details submitted per respective section. * minimum font size: Calibri Light 11.5 pt * page size: A4 * margins (top, bottom, left and right): at least 15mm (not including headers & footers).   Please abide by the formatting rules. Keep your text as concise as possible. Do not use hyper-links to show information that is an essential part of your application.  All submitted project proposals will be acknowledged. |

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| --- |
| SECTION A - ADMINISTRATIVE FORMS |

# Project Details

|  |  |
| --- | --- |
| **Project Title** | M*ax 15 words* |
| **Project Duration in Months[[1]](#footnote-0):** | Click or tap here to enter text |

1. Details of the Voluntary Organisation

|  |  |
| --- | --- |
| **Name of entity** | Click or tap here to enter text |
| **Entity address** | Click or tap here to enter text |
| **VO number/Company Reg. No. (if applicable)** | Click or tap here to enter text |
| **VAT number of entity (if applicable)** | Click or tap here to enter text |
| **Name of project leader** | Click or tap here to enter text |
| **ID number of project leader** | Click or tap here to enter text |
| **Position within Entity** | Click or tap here to enter text |
| **Mobile Number** | Click or tap here to enter text |
| **Email address** | Click or tap here to enter text |
| **Website address** | Click or tap here to enter text |

# 

# Q.2.1 - Details of the 2nd partner (if applicable)

|  |  |
| --- | --- |
| **Name of entity** | Click or tap here to enter text |
| **Entity address** | Click or tap here to enter text |
| **VO number/Company Reg. No. (if applicable)** | Click or tap here to enter text |
| **VAT number of entity** | Click or tap here to enter text |
| **Position within Entity** | Click or tap here to enter text |
| **Mobile Number** | Click or tap here to enter text |
| **Email address** | Click or tap here to enter text |
| **Website address (if available)** | Click or tap here to enter text |

# Q.2.2 - Details of a 3rd partner (if applicable)

|  |  |
| --- | --- |
| **Name of entity** | Click or tap here to enter text |
| **Entity address** | Click or tap here to enter text |
| **VO number/Company Reg. No. (if applicable)** | Click or tap here to enter text |
| **VAT number of entity** | Click or tap here to enter text |
| **Position within Entity** | Click or tap here to enter text |
| **Mobile Number** | Click or tap here to enter text |
| **Email address** | Click or tap here to enter text |
| **Website address** | Click or tap here to enter text |
| * *In case of more partners details can be wrote on a separate sheet.* | |

|  |
| --- |
| Part B - TECHNICAL DESCRIPTION |

# Key investment Plan (Project Summary)

|  |  |
| --- | --- |
| *The Key investment Plan forms an integral part of the application form, and all sections have to be filled by the applicant for such applications to be deemed as eligible.* | |
| In the plan provide a description of:   1. The proposed actions and investments to be carried out; 2. The aims and objectives of the investment. | *Max 500 words* |

# **VAT Declaration**

|  |  |  |
| --- | --- | --- |
| ***The activities within the project give rise to sales on which VAT is charged*** | ***YES[[2]](#footnote-1)*** |  |
| ***NO[[3]](#footnote-2)*** |  |

# **Source of funding**

|  |  |  |
| --- | --- | --- |
| ***Has the applicant considered other forms of funding?*** | ***YES*** |  |
| ***NO*** |  |

1. Type of expenditure (Mark where applicable)

|  |  |
| --- | --- |
|  | **Major investments (capping of €30,000)**  Involves Infrastructural Works/improvement of immovable property |
|  | **Smaller Scale investment (capping of €15,000)**  Involving the Purchasing of Equipment/Instruments/Other Fixtures and Fittings |
|  | **Organisation of new Events (capping of €5,000)**  Involving the leasing of temporary facilities and infrastructure (Up to 20% of total costs) |

******

# **Project Location**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Do you have a title to the project location?** | |  |  | | --- | --- | |  | **YES** | |  | **NO** | | |
| 1. **If you have answered YES to the previous question, please tick one of the provided options** | |  |  | | --- | --- | | **Tick where applicable** | | |  | Ownership | |  | Lease | |  | Guardianship Deed | |  | Management Contract | | Please specify here | Other | | Specify number of years | The Agreement/Contract is valid for the  following number of years | | |
| 1. **If you have answered NO to question 9A, please specify what type of agreement you have on project location** | |  |  | | --- | --- | | **Tick where applicable** | | |  | Declaration from owner of property where investments will be kept | |  | Declaration from owner of property from where proposed services will be delivered | | Specify number of years | The Declaration/Comfort Letter is valid for the following number of years | |

|  |
| --- |
| Part C - SELECTION CRITERIA ***Note that this section contributes directly to the ranking criteria as outlined in the guidelines and the Xlokk LDS.*** |

# Relevance to the objective of the measure

|  |  |
| --- | --- |
| **8a** | **Evidence of the cultural value of the activity (evidence of significance of activity in terms of the cultural and social heritage of the locality/area) - (max 10 marks) -** *High marks will be given to interventions with a high cultural value* |
| Max 100 words |
| **8b** | **Evidence of the tourism potential of the cultural activity (to attract non-residents) -**  **(max 5 marks) -** *High marks will be given to interventions with a tourism value.* |
| Max 50 words |
| **8c** | **Evidence that the investment encourages the participation and increases the regular**  **organisation of events (such as exhibitions) that may become part of the annual calendar of**  **events - (max 10 marks)** - The applicant should show how the investment will contribute to the  daily running of the organisation leading to increased cultural activity |
| Max 100 words |

# Link to the territory

|  |  |
| --- | --- |
| **9a** | Evidence that the cultural project has a historical and social link to the cultural heritage and  traditions of the area **- (max 5 marks) -** *The applicant should provide details of the historical and*  *social background of the investment related to culture.* |
| |  |  | | --- | --- | | Tick where applicable | | |  | World Heritage sites | |  | Religious sites | |  | Archaeological sites | |  | Museums/Art Galleries | |  | Fortifications | |  | Others - please specify |     Max 50 words |
| **9b** | **Evidence that the cultural activity is geographically linked to the territory - (max 5 marks) -**  *The applicant should provide details of the investment’s geographical link with other sites/assets*  *found in the territory* |
| |  |  | | --- | --- | | Tick where applicable | | |  | Agriculture sites | |  | Marine Sites | |  | Natural attractions | |  | Local Crafts | |  | Others - please specify |      Max 50 words |
| **9c** | Evidence that the cultural project is linked to other activities of cultural and/or touristic value in  the same area**- (max 5 marks) -** *The applicant should provide details* how the project is with sites/  assets which are popular amongst tourists in the territory. |
| |  |  | | --- | --- | | **Tick where applicable** | | |  | Marine Sites | |  | Harbour | |  | Bays & Beaches | |  | Agriculture sites | |  | Activity & Fun | |  | Others - please specify |      Max 50 words |

# Type of project

|  |  |
| --- | --- |
| **10a** | **The project is an integrated project in that incorporates the achievement of more than**  **one objective - (max. 10 marks) -** *The applicant should identify which objectives the intervention will*  *be targeting from the following:*  *(cultural exchange, enhancing of life quality, leisure & entertainment and skills building). Here the*  *applicant is not obliged to achieve all objectives, but is required to provide details how the*  *objective/s will be reached.* |
| |  |  | | --- | --- | | **Mark where applicable** | | |  | Cultural exchange | |  | Enhancing of life quality | |  | Leisure & entertainment | |  | Skills building | | Max 100 words | | |
| **9b** | **The project involves local actors emanating from different sectors of arts, crafts and popular**  **culture - (max. 10 marks) -** *High marks are given to applicants involving other actors which are*  *involved in the above-mentioned sectors.*  *Projects with at least another partner apart from the*  *lead partner will be given full marks. Partners need to contribute financially to the project.* |
| Only provide name/s of partner/s |

# Social impact on the Community

*Marks are given to applicants describing the direct social impact towards the identified target group*

*These can include any promotional/dissemination actions taken.*

|  |  |
| --- | --- |
| **11a** | **The project has an element of information and education that is targeted to the following groups - (max 15 marks)** |
| |  |  | | --- | --- | |  | Children and Youths | |  | Elderly | |  | Persons with learning difficulties and/or mixed abilities |     Max 100 words |

# Preparadeness

|  |  |
| --- | --- |
| **12a** | **Evidence that the necessary arrangements have been made with local actors that are to be involved in the development and delivery of the activity - (max 5 marks) -** *Applicants are awarded points according to the level of preparedness with regards to quotations, bill of quantities and any*  *consent provided*  *The documents to be requested are applicable according to the type of applicant and/or project* |
| *Please specify* |
| **12b** | **Evidence that the necessary permits (PA/ Development Notification Order permits) in case of improvement to immovable property and/or other relevant permits are in hand -**  **(max 5 marks) *-***  *Maximum marks are given to applicants that already have the PA permit in hand or for projects*  *which do not need a PA permit. Projects in need of a PA Permit which are at application stage*  *will be given 3 marks.* |
| |  |  |  | | --- | --- | --- | | **Planning Permit** | **YES** | **NO** | | Do any of the activities envisaged with the operation require a  planning permit? |  |  | | If YES, please write a PA Reference number | PA/DNO Number: | | |

# Sustainability of the project

*Points awarded on the basis that the proposed intervention/s contribute towards the promotion of equal*

*opportunities equality, non-discrimination and improved accessibility whilst targeting sustainable*

*development in the areas of economic growth, social cohesion and environmental protection.*

*Consideration will be made of whether the applicant has a gender mainstream strategy and an adequate*

*policy on equality.*

|  |  |
| --- | --- |
| **13a** | **Sustainability of the project following 5 years from its completion - (Max 5 marks)**  *Maximum points will be given to those projects which will still have an impact on the community following a five year period.* |
| Max 50 words |
| **13b** | **Evidence that the project has a neutral or positive impact on the environment and the**  **climate - (max 5 marks)** |
| Max 50 words |
| **13c** | **Evidence that the project has a neutral or positive impact on gender and other forms of**  **non-discrimination policies - (max 5 marks)** |
| |  |  |  | | --- | --- | --- | | **Equal opportunities** | | **Briefly explain** | | Gender mainstream strategy |  | Max 50 words | | Equality between men and women |  | | Non-discrimination |  | | Accessibility |  | |

# **Supporting Documents[[4]](#footnote-3)**

*The applicants will be advised further, during the evaluation process, with regards to the submission of any necessary clarifications/documents required*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Mark with an X were applicable*** | ***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 (applicable for all). |  |  |  |
| **2)** | The following sent in one zipped folder to *[info@galxlokk.com](mailto:info@galxlokk.com)*   1. A soft copy of the signed application form 2. Soft copies of all annexes, documents and supporting documentation   Each separate document is to be individually presented and adequately titled for ease of reference.  (applicable for all) |  |  |
| **3)** | Copy of I.D. Card of Project Leader |  |  |
| ***4)*** | 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 |  |  |  |
| ***5)*** | 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 |  |  |  |
| ***6)*** | 1. The latest Compliance Certificate issued by the Commissioner for Voluntary Organisations. In case the Certificate has not been issued an email from the same Office should suffice; 2. Signed list of committee members (including their role, ID number and address); 3. The latest financial Accounts as submitted to the Commissioner for Voluntary Organisations |  |  |  |
| **7)** | Tax Compliance [[5]](#footnote-4)Certificate – A certificate issued not earlier than **three (3) months** from the date of the application, by the Office of the Commissioner for Revenue (CfR) confirming that the Applicant has submitted all returns and has no pending liabilities with CfR; or can otherwise provide official CfR documented evidence that an applicant is honoring an agreement for settling any outstanding amounts. |  |  |  |
| **8)** | A signed warranted accountant or auditor’s declaration confirming that funds are available to finance the running costs of the project and that the applicant is not in financial difficulty. The declaration shall be issued not earlier than three months from the date of the submission of the application - **Refer to Annex 3**) |  |  |  |
| **9)** | Applicable for all - only for projects which need a Planning Authority Permit:   1. A copy of application with the PA and proposed drawings and site plans related to the proposed investment (having a PA or DNO number) 2. The most recent site plans and approved drawings found in the PA website related to the proposed investment |  |  |  |
| ***9)*** | In case of structural works - A Detailed/Itemised, Signed and DatedEstimate by an architect; |  |  |  |
| ***10)*** | One (1) Itemised quotation for all project costs which are not related to infrastructural investment **(including a recent date and reference number,** details of supplier - name, address and VAT number; details of applicant - name and address) |  |  |  |
| **11)** | The latest photographic evidence of the proposed interventions |  |  |  |
| **LIST OF ANNEXES CHECKLIST** | | | | |
| ***12)*** | Annex 1 – **If private part is to be financed by a loan**, a bank letter of intent is to be requested at application stage which includes a set amount. In case the project is approved, the applicant is obliged to submit a bank sanction letter within 3 months of signing the grant agreement |  |  |  |
| ***13)*** | Annex 2 – Financial Bid/RFQ template |  |  |  |
| ***14)*** | Annex 3 - Auditor’s or accountant’s declaration |  |  |  |

# Declarations

*The Applicant is requested to read through the below statements and confirm that the Applicant will abide with the stipulated declarations. If the information is found to be false or deliberately misleading, any EU Funds awarded may be withdrawn and any funds paid may be recovered from the Applicant organisation completing this form. These obligations shall be considered binding upon signing of the Grant Agreement if the application is approved for co-financing.*

|  |  |  |
| --- | --- | --- |
| 1 | I declare that the entries in this Declaration form, the details in the whole Application Form which is being submitted and any other annexes enclosed are, to the best of my knowledge and belief, correct. |  |
| 2 | I confirm that access will be allowed to the sites which fall within the scope of this project, to any authorized person for the purpose of carrying out an inspection in order to verify the accuracy of the information in this application and subsequent submissions. |  |
| 3 | I will follow the set procedures by the GAL XLOKK Foundation with regards to any proposed changes to the project. |  |
| 4 | I confirm that the proposed project is not directly affected by a reasoned opinion by the Commission in respect of an infringement under Art 258 TFEU that puts at risk the legality and regularity of expenditure or the performance of operations. |  |
| 5 | I declare:  - to be fully compliant with the eligibility criteria set out in the call;  - to have the financial and operational capacity to carry out the proposed project. |  |
| 6 | I confirm that I am not aware of any reason why the project may not proceed or be delayed and the commitment can be made within the time-scales indicated in the guidelines to which this project relates. I acknowledge that the application will be subject to regular monitoring/auditing/evaluations and undertake to keep records for this purpose in line with instructions received from the GXF, MA and ARPA and as described in and any manuals and guidance provided by the GXF/MA/ARPA/other stakeholders, as applicable. |  |
| 7 | I declare that this project is not being supported through other EU and/or National Funding nor have I presented, for the same project, other applications for public aid. I will abide by the principle of good governance and with the spirit of the Public Procurement Regulation on matters related to procurement as applicable. |  |
| 8 | I declare that the Applicant and/or project partners are not in an exclusion situation in accordance with Art 136(1) and Art 141(1) of 2018/1046 Financial regulation and CPR Art 73 (2)(i) |  |
| 9 | I declare that I will follow any applicable planning and environmental regulations as may be applicable to the proposed project. |  |
| 10 | I also declare that by submitting this application, I am hereby giving my consent for the publication of information related to the organisation and the project (including budget) as required by the applicable EU Regulations. |  |
| 11 | I declare to abide to the durability period obligations in line with the guidance notes. |  |
| 12 | If the project is approved, I agree to limit the number of change requests submissions to two (2) unless otherwise stated in the Grant Agreement or other official notification by the GAL Xlokk Foundation. |  |
| 13 | I agree to allow the GAL Xlokk Foundation to access all data necessary for the latter to be able to carry out its duties in line with applicable Regulations. Personal data transmitted to the GAL Xlokk Foundation and any other stakeholders within the scope of implementation of projects being co-financed by Cohesion Policy is processed, in accordance with the General Data Protection Regulation (EU) 2016/679 and any subsequent amendments. |  |
| 14 | I confirm that should the applicant benefit from a grant under this Measure, the applicant as beneficiary, must complete the project in accordance with the terms and conditions stipulated in the Grant Agreement. Should the beneficiary fail to do so, the beneficiary will not receive the grant and, if the beneficiary would have already received any payments from the grant, the beneficiary would have to reimburse the funds received and interest charges may be applied. |  |
| 15 | I declare that the investment is not a simple replacement. |  |
| 16 | I confirm that information will be provided on the results achieved following implementation of the project and the applicant undertakes to provide this information may be requested, during the durability period of the project. |  |
| 17 | I am fully aware that I must maintain the project as a going concern during the durability period of the project and I will be subject to ex-post on-the-spot checks. I understand that failure to do this will result in penalties or recoveries being applied. |  |
| 18 | I am fully aware that the ownership or the location of the project (or part of the project) must remain the same throughout the durability period, unless prior written approval of the GAL Xlokk Foundation is first sought; |  |
| 19 | I confirm that any further information will be provided as may be required by relevant stakeholders that may undertake audit checks and controls throughout the application and durability period. |  |
| 20 | I understand that I will not be eligible to apply for other grants or obtain additional funding for the same items if financed through this application. |  |
| 21 | I confirm that through this application, I am not requesting support to comply with minimum Union Law requirements that I am currently in-compliant with and that have been in force for over 12 months from the date of my application, in line with Articles 17 (5) and (6) of EU Regulation 1305/2013. |  |
| 22 | I also understand that if the information included in the Application Form is found to be not factually correct, the application may be rejected, or the project withdrawn. |  |

# 

# Annex 1 - Recommended text for Bank letter of intent

Our Ref:

Date:

The Manager

GAL XLOKK Foundation

269, Main Street

Qormi. QRM 1107

To whom it may concern,

We are informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has applied for an EU funded call. The Bank is interested and prepared to consider favourably an application by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a loan facility up to €\_\_\_\_\_\_\_\_\_\_\_\_ in connection with this project.

Kindly note that this letter does not constitute a binding obligation upon the Bank and any application for credit facilities would be subject to a full formal credit analysis, in line with the Bank’s credit policy and normal lending criteria.

Yours faithfully,

Relationship Manager

# 

# Annex 2 – Financial Bid Form

**To be filled in by the supplier**

**RFQ (*Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_*)**

**Quotation to:**

*Name of organisation/entity*

*Address*

*VAT number*

**Applicant Details – 1A**

|  |  |
| --- | --- |
| **Name and Surname of representative** |  |
| **ID number** |  |
| **Company Name** |  |
| **VAT NO** |  |
| **Postal Address** |  |
| **E-Mail Address** |  |
| **Contact Number** |  |
| **Date** |  |
| **Signature** |  |

Financial Bid – 1B

*(the table can be amended according to the number of items required)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Description** | **Quantity** | **Unit Price Excluding VAT** | **VAT Rate** | **Total Price Including VAT** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| Any discount | | Specify rate | | |  |
| **Total in Euro (€)** | | | | |  |

**Signature:**

**Name and Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Annex 3 - Auditor’s/Accountant’s Declaration

Date ( )

GAL XLOKK Foundation

269, Main Street,

Qormi. QRM 1107

Project Title:

The GXF manager,

This is to certify that after a detailed evaluation of the organisation’s financial position, it can be confirmed that funds are available to finance the running costs of the project and that the applicant is not in financial difficulty. The applicant has the sufficient funds to co-finance the 20% element of project under *Measure 2 - Strengthening a healthy cultural identit*y of the LEADER programme. The (VO) will be financing the amount of €\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of financial accountant/auditor:

Name & Surname:

CPA number:

Address:

Signature of financial accountant/auditor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The maximum project duration is 12 months and thus appicants are asked to be realistic in their plan. The project duration in months will be calculated from the date of contract signature between the GXF and the applicant. The GXF may issue an ward with a condition of a revised shorter period than the period requested by the applicant. [↑](#footnote-ref-0)
2. The organisation can recover the VAT on expenditure incurred from the VAT Department (VAT will not be applicable for funding) [↑](#footnote-ref-1)
3. The organisation cannot recover the VAT on expenditure incurred (VAT will be covered through the LEADER funds) [↑](#footnote-ref-2)
4. In case where applicable documentation is still missing at the time of the application, the GXF will ask the applicant to rectify the situation within a stipulated timeframe. [↑](#footnote-ref-3)
5. This can be retrieved from: <https://cfr.gov.mt/en/eServices/Pages/IRD-Services-Online-Individual-Taxpayers.aspx> or by sending an email on [certificates.cfr@gov.mt](mailto:certificates.cfr@gov.mt) [↑](#footnote-ref-4)