

# Project Proposal

## CAP - SP 2023 2027

Common Agricultural Policy

Regulation (EU) 2021/2115 (CAP Strategic Plan Regulation)

Call reference number: GXF/CAP-SP M2/Call 2

Programme	Common Agricultural Policy - Strategic Plan 2023 - 2027
Sub - Measure	Measure 4 – Education & Research
Reference Number (For office use only)	(For office use only)

**⚠ 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 hyperlinks to show information that is an essential part of your application.

All submitted project proposals will be acknowledged.

## Contents

<b>Part A – Administrative Part</b> .....	4
A1) Project Details.....	4
A2) Lead Applicant .....	4
A3) Applicant’s information .....	5
A4) Details of the Project Leader .....	5
A5) Partnership (if applicable) .....	5
A6) Nature of Activity .....	6
A7) VAT Declaration .....	7
A8) Source of funding .....	7
A10) Type of Expenditure (mark where applicable) .....	7
A11) Project Costs .....	7
A12) Project Location.....	8
<b>Part B – Technical Description</b> .....	8
B1) Key Investment Plan .....	8
B2) Project Description .....	8
B3) Dissemination & Animation of Activities .....	9
B4) Innovation, Originality, and Preserving the Uniqueness of Individual Localities .....	9
B5) Partnership .....	10
B6) Preserving the Uniqueness of Individual Localities .....	11
B7) Description of Actions .....	11
B8) Risk Associated .....	14
<b>Part C – Supporting Documents</b> .....	15
C1) Supporting documentation required for the applicant. ....	15
Annex 2 - Financial Bid Form (Template) .....	20
Annex 3 - Declarations .....	22
Annex 4 - Auditor’s/Accountant’s Declaration .....	25

## Part A – Administrative Part

### A1) Project Details

Project Title	<i>[Max 10 words] Name of the Project</i>
Project Duration in Months <sup>1</sup>	<i>Enter the number of months required to complete the project.</i>

### A2) Lead Applicant

*Tick only one option where applicable:*

The Applicant <sup>2</sup>	
<input type="checkbox"/>	Local Councils
<input type="checkbox"/>	Regional Councils
<input type="checkbox"/>	VOs (regularly registered with the Office of the Commissioner for Voluntary Organizations, in line with the Voluntary Organizations Act 2007, and regularly operating within the Xlokk territory). <sup>3</sup>
<input type="checkbox"/>	SMEs
<input type="checkbox"/>	Natural Persons being the main administrator of the site

---

<sup>1</sup> The maximum project duration is 12 months and thus applicants are advised to be realistic in their project plan. The project duration in months will be calculated from the date of the signing of the grant agreement. NOTE: GXF may issue an award with a condition of revised implementation period shorter than the requested period by the applicant.

<sup>2</sup> Prospective applicants with an outstanding recovery order with the Paying Agency cannot be considered for support under this intervention. An outstanding recovery order refers to debt held with ARPA that is either outstanding or where a settlement agreement is not in place.”

<sup>3</sup> In the case of Local Councils, the Permanent Secretary hereby acknowledges that the said project application can be submitted to the LAG. Accordingly, the respective application may now be duly processed by the LAG. Parishes must apply as organisations. Clergy may only act as representatives or project leaders, never as applicants or beneficiaries. Where a Parish has its own VO number, it must apply using that number. Where it does not, the Parish must apply under the Curia’s VO number, supported by formal Curia authorisation, in line with MA Circular 01/2024.

### A3) Applicant's information

Name/ Name of entity	
Address	
VO number/ Company Reg. No (if applicable) <sup>4</sup>	
Name and surname of the Legal Representative (if applicable)	
Position of Legal Representative within the entity (if applicable)	
Email address	
Mobile number	
Website address (if available)	

### A4) Details of the Project Leader

Title	
Name & Surname	
Position of the Project Leader within the entity (if applicable)	
Mobile Number <sup>5</sup>	
E-mail Address <sup>6</sup>	

### A5) Partnership (if applicable)

Details of partner

Name/ Name of Entity	
Address	
VO number/ Company Reg. No. (if applicable)	
Vat Number (if applicable)	

---

<sup>4</sup> This is obligatory for VOs and SMEs

<sup>5</sup> The mobile number is obligatory prior to issuing a grant agreement.

<sup>6</sup> The email address is obligatory prior to issuing a grant agreement.

Name & Surname of the Legal Representative (if applicable)	
Position of Legal Representative within the entity (if applicable)	
Mobile Number	
Email address	
Website address (if available)	

Details of 2<sup>nd</sup> partner

Name/ Name of Entity	
Address	
VO number/ Company Reg. No. (if applicable)	
Vat Number (if applicable)	
Name & Surname of the Legal Representative (if applicable)	
Position of Legal Representative within the entity (if applicable)	
Mobile Number	
Email address	
Website address (if available)	

#### A6) Nature of Activity

Describe the nature of the project	(Max 100 words)
------------------------------------	-----------------

--	--

### A7) VAT Declaration

*In the fields below, the Applicant is to include information on the VAT status of the Applicant Organization*

VAT Number (if applicable)		
Can the applicant recover VAT on expenditure incurred?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### A8) Source of funding

<i>Has the applicant considered other forms of funding?</i>	YES	NO
<i>If "YES", please determine which forms of funding</i>		

### A10) Type of Expenditure (mark where applicable)

<input type="checkbox"/>	<b>Individual Project -</b> <i>be capped at a minimum of €10,000 and a maximum of €15,000.</i>
<input type="checkbox"/>	Projects involving both education and research will have a <b>maximum capping of €26,000.</b>

### A11) Project Costs

**Kindly refer to Annex 1, which contains the Excel sheet detailing the project costs**

## A12) Project Location

*List the locality in which the project will take place*

## Part B – Technical Description

### B1) Key Investment Plan

*Key Investment Plan forms an integral part of the Application Form, and all Sections have to be completed by the Applicant for such applications to be eligible under this intervention. **Note that this section contributes directly to the ranking criteria as outlined in the guidelines.***

### B2) Project Description

Project Title	[Max 15 words] Name of the Project
Project Duration in Months <sup>7</sup>	Enter the number of months required to complete the project.
<b>1. Project Details (15 marks)</b>  <i>This should include:</i>  <i>I. The proposed actions and investments to be carried out;</i>  <i>II. ii. The aims and objectives of the project</i>  <i>Note: A brief description of the project will be included in the published list of the approved projects.</i>	(Max 400words)

---

<sup>7</sup> The maximum project duration is 12 months; therefore, applicants are advised to be realistic in their project plans. The project duration will be calculated in months from the date of the letter of award



<b>2. Contribution to cross-cutting objective of CAP SP – ( 10 marks)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.1 Will the proposed project contribute towards one of the following cross-cutting objectives?	<input type="checkbox"/> <i>Climate change action</i>
2.2 In what way will the project contribute to the objectives you have selected?	<input type="checkbox"/> <i>Environmental Care</i>
	<input type="checkbox"/> <i>To preserve landscapes and biodiversity</i>
	<input type="checkbox"/> <i>Vibrant rural areas</i>

### B3) Dissemination & Animation of Activities<sup>8</sup>

<b>3. Describe how the project will be disseminated and/or promoted within the community</b>  <b>(7 marks)</b>	(max 100 word)
--	----------------

### B4) Innovation, Originality, and Preserving the Uniqueness of Individual Localities

<b>4. Innovation &amp; Originality – (10 Marks)</b>  How will the project incorporate innovation by leveraging the unique characteristics of the rural area, including developing new products and services and implementing novel methods that connect local resources and different economic sectors?
---

<sup>8</sup> <https://fondi.eu/wp-content/uploads/2025/02/Communication-and-Visibility-Requirements-Malta.pdf>

*Innovation can include the emergence of new products and services which incorporate the distinctiveness of the area and new methods of doing things which involve a combination of the area's resources and links between different economic sectors.*

*Every rural area has its distinct characteristics, and a one-size-fits-all approach often falls short. An original project takes into account these individualities, resulting in initiatives that are more effective and relevant.*

*Give a brief description of how the project will incorporate innovation & Originality.- Max 100*

### B5) Partnership (if applicable)

Note: A partnership between entities towards an application is **NOT** a requirement but is encouraged through the award of additional marks in the selection criteria. The inclusion of a project partner must be justified by the applicant, with a clear rationale that makes sense in terms of sector, area of expertise, potential working relationship, and other relevant factors. Project partners are not required to meet the eligibility criteria of the call for project proposals; meeting the eligibility criteria remains the responsibility of the main project applicant. Not that project partners are only eligible to claim staff costs and travelling costs.

5. Partnerships – 7 marks		
Is the project going to be implemented through a partnership? (Please tick according to the project.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Briefly describe the role of each partner in the project	(max 150 words)	

--	--

## B6) Preserving the Uniqueness of Individual Localities

### 6. Preserving the Uniqueness of Individual Localities – 5 marks

*Preserving the distinct cultural, environmental, and socio-economic characteristics of individual localities stands as a central objective within the LEADER initiative. The emphasis on locality-specific uniqueness preserves local distinctiveness and enhances the appeal of rural areas to tourists seeking authentic experiences, thereby bolstering local economies.*

How does the LEADER initiative prioritize preserving local cultural, environmental, and socio-economic characteristics to enhance rural areas' appeal to tourists and support local economies?

*Briefly explain how the project will prioritize the preservation of local culture, environment and socio-economic characteristics to enhance the rural area.*

*Max 100*

## B7) Description of Actions

### 7. Preparedness– 5 marks

*Describe and showcase how the proposed project will be promoted, highlighting the strategies to enhance visibility, the quality of branding and communication tools to be used, and the expected long term benefits in attracting audiences, strengthening community engagement, and positioning the territory as a valued destination.*

*Briefly explain : (Max 500 words)*

#### **8. Educational outcomes – 10 marks**

*Explain how the intended project will clearly demonstrate how the proposed project delivers an educational outcome and specify the sector in which it applies. Define how the educational purpose will help to widen knowledge on the subject, whilst offering long-term value through increased awareness, skills development, and sustained community benefit*

*Briefly explain : (Max 500 words)*

**9. Social Inclusion - 7 marks**

*Demonstrate how the proposed project ensures inclusivity by providing equal opportunities for participation and benefit across all community groups.*

*Briefly explain : (Max 500 words)*

**10. Research (if applicable)- (7 marks):**

*Define and showcase how the project promotes the assets, localities, and territory, demonstrating their value, visibility, and contribution to wider community engagement and regional development.*

*Briefly explain : (Max 500 words)*

## B8) Risk Associated

### 11. Risk Associated - 7 marks

*Risk Associated with the implementation and timeline of the project as proposed by the Applicant.*

#### Sub – Criteria 1 :

Does the project foresee the requirement of any Planning Authority permits?

Planning Permit Approved (if applicable)	<input type="checkbox"/>	<i>Please write a PA/ DNO Reference number</i>
Planning permit Decision(if applicable)		

	<input type="checkbox"/>	
Permits	<input type="checkbox"/>	
No Permits Required	<input type="checkbox"/>	
Other Risks	<input type="checkbox"/>	
<b>Sub – Criteria 2 :</b>  <b>Are the identified risks in the proposal properly justified, and are the mitigation strategies clearly outlined?</b>		
Risks Identified and Mitigated in the Proposal are Justified		<i>Please provide the risks for-seen and with a clear reasoning, supported by practical mitigation plans and how they will be addressed .Max of 300 words</i>

## Part C – Supporting Documents

### C1) Supporting documentation required for the applicant.

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

Description	Yes	No
-------------	-----	----

10marks for clarity		
<p><b>Documents</b></p> <p>A soft copy of the application form along with the relevant supporting documents (below) need to be sent in one zipped folder to <a href="mailto:info@galxlokk.com">info@galxlokk.com</a></p> <ul style="list-style-type: none"> <li>- A soft copy of the signed application form both in PDF needs to be submitted.</li> <li>- Soft copies of all annexes, documents and supporting documentation.</li> </ul> <p>Each separate document is to be individually presented and adequately titled for ease of reference.</p> <p><b>(applicable for all)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Audited Financial Statements for year N-1.</b></p> <p>If N-1 year Audited Financial Statements are not available, the applicant is to submit management financial accounts for year N-1 and Audited Financial Statements for year N-2.</p> <p>In case of no Audited Financial Statements, a declaration confirming that the entity is not legally required to issue Audited Financial Statements, and the available financial statements are being submitted. Both the declaration and the available financial statements are to be endorsed by a certified Auditor/Accountant.</p> <p>In case of private individuals, available financial statements (e.g., bank statements, income declarations, or management accounts) are to be provided.</p> <p><b>(applicable for all)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Letter of Intent (In case of partnerships)</b></p> <p>A letter of intent from the project partners to the applicant, confirming their intention to collaborate and support the project's implementation</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Tax Compliance Certificate</b></p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>





<ul style="list-style-type: none"> <li>•VAT number of the supplier / contractor</li> <li>•Date</li> <li>•A clear description of the works/services/supplies to be provided, with the main specifications and quantities of the items, price per item and net amount</li> <li>•A breakdown of the cost per item, indicating the VAT separately.</li> <li>•Quotations with amendments/corrections in pen, pencil or correctional fluid/eraser should carry an accompanying signature.</li> <li>•Quotations from a website are to clearly include the specifications and price, and indicate the web address and date of screenshot.</li> </ul> <p><b>The applicant must follow the procurement process for reimbursement by ARPA if the project is awarded.</b></p> <p><b>(applicable for all)</b></p>		
<p><b>Declaration</b></p> <p>A dated declaration signed by a warranted architect stating that the enhancement to the premises or the proposed use does not require a PA permit or a DNO.</p> <p><b>(if applicable)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Annex 1– Project Cost</b>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Annex 2 – Financial Bid Form (Template)</b></p> <p><b>*(Used in case of Services and/or Supplies)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Annex 3 – Declaration Form</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Annex 4 – Auditor’s/Accountant’s Declaration</b>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>In case of Voluntary Organizations applying under this measure:</b></p> <p>a. The latest Compliance Certificate issued by the Commissioner for Voluntary Organizations. In case the Certificate has not been issued, an email from the same Office should suffice. <i>(The GXF reserves the</i></p>	<input type="checkbox"/>	<input type="checkbox"/>



## Annex 2 - Financial Bid Form (Template)

To be filled in by the supplier

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

**Quotation to:**

*Name of organization/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**

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

<b><u>Financial Bid – 1B</u></b>					
<b>Item No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price Excluding VAT</b>	<b>VAT Rate</b>	<b>Total Price Including VAT</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					

### Annex 3 - 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 organization completing this form. These obligations shall be considered binding upon signing of the Grant Agreement if the application is approved for co-financing.

		YES	NO
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.	<input type="checkbox"/>	<input type="checkbox"/>
2	I confirm that access will be allowed to the sites which fall within the scope of this project, to any authorised person for the purpose of inspecting in order to verify the accuracy of the information in this application and subsequent submissions.	<input type="checkbox"/>	<input type="checkbox"/>
3	I will follow the set procedures by the Xlokk Local Action Group with regards to any proposed changes to the project.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
5	I declare:	<input type="checkbox"/>	<input type="checkbox"/>
	- 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.	<input type="checkbox"/>	<input type="checkbox"/>
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 timescales 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 Xlokk Local Action Group, MA and ARPA and as described in and any manuals and guidance provided by the same/other stakeholders, as applicable	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
9	I declare that I will follow any applicable planning and environmental regulations as may be applicable to the proposed project.	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
11	I declare to abide to the durability period obligations in line with the guidance notes.	<input type="checkbox"/>	<input type="checkbox"/>
12	If the project is approved, I agree to limit the number of change requests as stated in the Grant Agreement.	<input type="checkbox"/>	<input type="checkbox"/>
13	I agree to allow the Managing Authority 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 Managing Authority 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	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
15	I declare that the investment is not a simple replacement.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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 Managing Authority is first sought;	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
21	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.	<input type="checkbox"/>	<input type="checkbox"/>
22	I understand that email communication on the email address provided to the Xlokk Local Action Group in this application form maybe used for official communication/notification..	<input type="checkbox"/>	<input type="checkbox"/>

*Approved and signed by (in case of Schools, SMEs and Vos)*

\_\_\_\_\_

<name> <surname>

*Project Leader,*

\_\_\_\_\_

<name> <surname>

*Head of Organisation*

*Approved and signed by (in case of LCs and Regional Councils)*

\_\_\_\_\_

<name> <surname>

*Mayor*

\_\_\_\_\_

<name> <surname>

*Executive Secretary*

\_\_\_\_\_

<name> <surname>

*Permanent Secretary*

Date \_\_\_\_\_



## Annex 4 - 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 sufficient funds to co-finance the 20% element of the project under **Measure 1, Improving of the Territory** 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: \_\_\_\_\_