



Guidelines for Applicants

Date : April 2019

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PART A - GENERAL INFORMATION ABOUT THE SCHEME

1. Introduction

The **Ministry for Gozo** is re-issuing the **Ministry for Gozo Promotion of Sports Initiatives and Facilities Scheme 2019**, herein referred to as the 'Scheme' to further enhance the level of Sports and increase participation in Sports and Physical activities on the island of Gozo by providing financial assistance to Voluntary Organisations.

This second call for proposals is being issued by the Services Gozo Directorate within the Ministry for Gozo; the administrators of the Scheme and these guidelines constitute an integral part of this call for proposals.

The guidelines are available on the Ministry for Gozo's web portal: www.mgoz.gov.mt

1.1 Objectives

The General objectives establishing the Scheme are the following:

- a. To attain that level of professionalism in the sports they operate;
- b. To be in compliance with local and international sports related legislation;
- c. To participate in international training programmes and competitions;
- d. To promote and encourage a culture of participation in sport and physical activities amongst the Gozitan society;
- e. To increase co-operation and networking between organisations in sporting activities in Gozo;
- f. To attract Sports Tourism.

1.2 Priorities

The scope of the Scheme is :

- a. to augment the number of sports related and physical activities in Gozo;
- b. to increase the level of participation in sports and physical activities by residents from Gozo
- c. the development and management of Sports for All on a regional level,
- d. to improve the level of professionalism in Sport, by Gozitan athletes;
- e. the enhancement of sporting equipment and facilities in Gozo.

Proposals requesting Financial assistance for the following initiatives are deemed ineligible under this call:

- f. to finance fund-raising activities;
- g. to wholly or part finance, the development and enhancement of new and existing Sports facilities in Gozo whose total expenditure outlay exceeds €25,000.

In order to increase the number of organisations who can benefit from financial schemes conferred by the Scheme, proposals from Voluntary Organisations who have been granted financial assistance through the 2019 Scheme (First call) will not be considered.

1.3 Financial Assistance

The Financial Assistance being provided under the Scheme is a grant payment following the successful realization of the proposal. This will be given to the beneficiary only on submission of a satisfactory final report, inclusive of complete financial documentation, following the realization of the proposed initiative.

2. Criteria of Award

A Selection Committee will be appointed, and it will evaluate the quality of the proposals in relation to the objectives and priorities of the Scheme and award a score out of a maximum of 100 based on the Award Criteria.

2.2 Maximum Amount to be granted

The acceptance of a proposal does not necessarily constitute an undertaking to award funding equal to the amount requested by the applicant.

The maximum amount that can be granted to Voluntary Organisations will not exceed €5000 per proposal.

The Ministry for Gozo may decide to increase the number of approved proposals for funding in the case of residual funds. Should this procedure be implemented the amount on the residual fund will be allocated to the proposals that were deemed eligible but have been excluded from grant award according to the ranking list.

The Ministry for Gozo reserves the right not to grant award should the proposals during the selection process not attain the established Quality Assessment benchmark of 50 marks.

The decision of the Ministry for Gozo is final and without recourse.

3. What is the structure of the Scheme?

3.1 Eligible Proposals.

To achieve its objectives, the Fund foresees the funding of sport projects, activities and events which fall under the established objectives.

3.2 Criteria

To be eligible for funding, by the closing date of this call:

3.2.1 The Voluntary Organisations must be:

3.2.1.1 Registered Voluntary Organisations, enrolled with the Commissioner of the Voluntary Sector and fully compliant with the requisites of the Voluntary Organisations Act (Chapter 492 of the Laws of Malta).

3.2.1.2 Be based in Gozo. This implies all:

- (i) Voluntary Organisations whose registered office is in Gozo;
- (ii) Gozo Based subsidiary organisations forming part of a single registered national voluntary organisation whereby the subsidiary has a permanent premises in Gozo from where services on a regular basis are provided.

3.2.2 The proposals by Voluntary Organisations are to be:

3.2.2.1 Projects, activities or events implemented/held entirely in Gozo.

3.2.2.2 Completed by 30th October 2019.

3.2.3 The application form must :

3.2.3.1 Be submitted by the closing date of this call for proposal;

3.2.3.2 Be submitted online through the apposite e-application form. (No other form of transmission will be accepted.)

3.2.3.3 Contain all the relevant information required at the point of application

4. Who implements the Scheme?

The Ministry for Gozo is ultimately responsible for the administration of the Scheme. It establishes a budget and sets its priorities, targets and criteria for the Scheme. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Scheme.

The Ministry for Gozo will also:

- provide appropriate information on the Scheme;
- administer a transparent and equitable selection process for applications to be funded;
- provide effective and efficient administrative processes;
- evaluate and monitor the implementation of the Scheme;
- improve the visibility of the Scheme;
- promote the dissemination and exploit the results of the Scheme;

PART B

5. INFORMATION ABOUT THE SCHEME

5.1 General Information	
Where to apply?	Applications must be submitted online through the apposite e-application form found on the Ministry for Gozo's web portal: www.mgoz.gov.mt .
When to apply?	The application must be submitted by the following deadline: 30th April 2019 at 12:00pm.

What are the criteria used to assess a proposal?

5.2 Eligibility Criteria	
Eligible applicants	<ul style="list-style-type: none">• Must be non-profit and non-governmental organisations• Enrolled with the Commissioner for the Voluntary Sector.• Must be compliant with the Regulatory Bodies by the closing date of this call for proposal.
Number of applications	<ul style="list-style-type: none">• Only one application per Voluntary Organization shall be submitted by the established deadline. This implies that a Voluntary organization may only benefit from one application, both as a direct applicant and as a project beneficiary.• Organizations who have benefitted from funds in the first call of this application

	cannot apply for funds under this second call.
Duration of the project, activity or event	The applicants will be required to implement all the actions of the proposed project/event/activity during 2019 but not later than the 30th October 2019 .
Timetable of the realization of the project or the holding of the activities/events.	An overview of the Timetable must be annexed to the online application form.
Health & Safety Issues	<ul style="list-style-type: none"> • Protection and safety of participants: The applicants must ensure that appropriate measures are undertaken in terms of Health and Safety.
5.3 Exclusion criteria	
Exclusion criteria	The applicants must show that they are not in any of the situations which would prevent them from receiving financial support granted by this Scheme.
5.4 Selection Criteria	
Financial capacity	The applicants must show that they have stable and sufficient sources of funding to support the financing of the proposed initiative.
Operational capacity	The applicants must show that they have the adequate operational capacity, that is the necessary skills, competencies and motivation to complete the proposed initiative.
5.5 Quality Assessment criteria	
Assessment Criteria	Points

The proposal addresses/highlights the objectives of the Scheme	15	
The proposal addresses/highlights the priorities of the Scheme	15	
The quality of the proposal, content and methodology	15	
The level of active participation of the local community	15	
Involvement of new audiences or development of existing ones	10	
The potential of the project/event/activity in offering continuity and legacy	10	
Visibility of the project/event/activity	10	
Involvement of people with fewer opportunities	10	
Total Marks	100	

PART C - INFORMATION FOR APPLICANTS

6. How to formulate a good proposal?

The Eligibility and Quality Assessment criteria summarized in Annex 1, lists the criteria against which a proposal will be assessed.

6.1 Quality of design

6.1.1 Quality of the preparation phase

The preparation phase is of crucial importance for the success of any proposal. During this phase, the applicant should choose and agree on a theme relevant to the Voluntary Organisation and to the local community. It should define the objectives, determine who will be the intended benefits establish how it intends to measure the deliverables

6.1.2 Quality of the programme of undertakings.

The tasks required for the realization of the proposed initiative should be linked to the objectives set. These tasks should be clearly defined in a well-structured time-table, realistic, and balanced.

6.1.3 Quality of proposal content and methodology

The proposal should have a clearly identified theme. The theme must be translated into concrete tasks and projected outcomes.

6.1.4 Active involvement of participants

The proposal should demonstrate how the members of the Voluntary Organisation and the identified targeted participants from the local communities will be actively involved, particularly the identified target population. The extent of involvement of the participants should also be designated as a deliverable of the proposed project/event/activity.

6.1.5 Quality in the publicity of the project/activity/event

The impact of this Scheme should not be limited to the applicant. Applicants should therefore also consider measures aimed at enhancing the visibility of the proposed initiative with other sectors of the local community.

7 What do you have to do to submit a proposal?

To submit a proposal under the Scheme, you must affect the following three steps:

- a. Check that the proposal complies with the criteria of the Scheme.
- b. Check that an accurate budget proposal has been prepared.

- c. Fill in accurately the online application without leaving any empty fields and submit by the closing date and time.

7.1 Check compliance with the Scheme criteria

As a potential beneficiary, you must verify and ensure that your proposal:

- Is compliant according to the Eligibility criteria;
- Does not include any Exclusion criteria;
- Is aligned to the Selection criteria and the Quality Assessment criteria.

7.1.1 Eligibility criteria

The eligibility criteria relate to the type, target group and the conditions for submitting a proposal for the consideration of this Scheme;

If your proposal does not meet the eligibility criteria, it will be rejected without being further evaluated;

To be deemed eligible, your proposal must meet all the eligibility criteria. For details of the eligibility criteria, please consult Part B of this Guide.

7.1.2 Exclusion criteria

Applicants will be excluded from participating in the Scheme if they are in any of the following situations:

- They are bankrupt or being wound up.
- They are having their affairs administered by the courts, and/or are have entered into an arrangement with creditors, and/or have suspended business activities, and/or are the subject of proceedings concerning those matters, and/or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- They are under investigation by the Regulatory Bodies.
- They have not sought or attained compliance from the Regulatory Bodies.
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*.
- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority.
- They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Government of Malta's financial interests.

- They are following another procurement disciplinary procedure or grant award procedure financed by the Ministry or any other Government Ministry, Agency or Entity;
- They have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not be granted financial assistance if, on the date of the signing of the grant award, they:

- Are subject to a conflict of interests.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply this information.

Requisite: The applicants must submit a document stating that they are not in any of the situations listed above which would prevent them from receiving financial assistance granted by this Scheme – vide Annex II form.

7.1.3 Selection criteria

The selection criteria enable the Ministry for Gozo to assess the applicant's financial and operational capacity to complete the proposed project/activity/event.

i) Financial capacity

The applicants must demonstrate that they have the necessary financial capacity to undertake the project/activity/event.

Requisite: The applicants must submit a signed declaration stating that they have the financial capacity to finance the project/activity/event by way of its own means or that it will fully/partly rely on the financial capacity of other Organisations and/or Private Entities.

If, based on this declaration, the Ministry for Gozo concludes that the required financial capacity has not been clearly demonstrated, or is not satisfactory, it may:

- Ask for further information and/or documentation.
- Reject the application.

ii) Operational capacity

The applicants must demonstrate that they have adequate operational capacity, that is, the necessary people, skills, competencies and motivation to realise the proposed outcomes.

Requisite: The applicants must submit a document demonstrating that they have the necessary operational capacity to implement the project/activity/event by way of its own members or that it will fully/partly rely on the operational capacities of others.

7.2 Check the financial conditions

7.2.1 Type of Financial Assistance

The financial assistance being granted under the Scheme is the reimbursement of relative eligible expenditure incurred to realise the proposed project/activity/event.

The amount of reimbursement - which will not exceed the approved grant amount; will be conferred, if:

- (i) a satisfactory final report has been submitted – following the implementation of the project &/or the holding of the event/activity;
- (ii) the relevant invoicing and fiscal receipts have been submitted; to the Ministry for Gozo by not later than the first week of November 2019.

7.2.2 Co-financing

Co-financing is permitted in those circumstances where the funds being requested through this Scheme may not be sufficient to finance the entire cost of the whole proposal.

In these circumstances, the applicant may complement the sum being requested through its own financial resources, by seeking assistance from private entities or through other Government or European Union funding. Such contributions in kind are considered an eligible source of co-financing. The value calculated for such contributions must not exceed:

- The costs borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs.
- The costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

7.2.3 No double-financing

Any proposal that is deemed to be supported in its totality through the receipt of any other Government or European Union funding will not be considered as eligible for assistance under the Scheme.

To avoid the risk of double-financing, the applicants must indicate in the relevant section of the application form, the sources and the amounts of any other funding received or applied for in the same financial year.

Under no circumstances will financial assistance be awarded to beneficiaries in excess of the eligible costs less any co-financing.

8 What happens once the application is submitted?

On the closing date of the submission of proposals, a list of all applications received will be drawn up and made available on the Ministry for Gozo's web portal. A designated Selection Committee will conduct the selection procedure.

8.1 The selection procedure

The selection of proposals is as follows:

All applications are checked against the eligibility criteria, the selection criteria and the exclusion criteria.

Annex III describes the Evaluation Process

8.2 Announcement of Results

Once the evaluation process is completed, the Selection Committee will determine the amount to be granted, based on the ranking list and the budget available. The Selection Committee having established the ranking list will recommend for award. The process will continue until the earmarked funds have been allocated to the recommended proposals.

The Selection Committee will issue an evaluation report and a ranking list in order of final mark of each proposal

The Selection Committee will submit the evaluation report to the Director Services Gozo for onward referral to the Ministry for Gozo's Permanent Secretary who shall endorse or otherwise the recommendations of the Director Services Gozo. The decision of the Permanent Secretary is final and indisputable

If the report is approved, the Ministry for Gozo will issue a press release and publish the list of proposals, indicating:

- i. Proposal Application Number;
- ii. Name of applicant;
- iii. Name/s of partner Voluntary Organisations (if any);
- iv. The amount in Financial Assistance requested;
- v. The amount of Grant awarded;
- vi. The Final Score
- vii. The Ranking Order

The results shall also be published on the Ministry for Gozo's web portal.

8.3 Notification of award decisions

Applicants will be notified with the outcome of the selection procedure.

On termination of the application procedure, the documents including the application form and the scoring documents will not be returned to the applicant.

9. What happens if your application is approved?

9.1 Grant agreement

In the event of definitive approval, a grant agreement is drawn up between the Ministry for Gozo and the beneficiary. The agreement is drawn up in Euros (€) and details the conditions and funding amount. The grant agreement is a unilateral act awarding financial assistance to a beneficiary.

This agreement must be signed by the beneficiary and returned to the Ministry for Gozo

A copy of the provisional budget is to be annexed with the Grant Agreement.

9.2 Grant amount

It should be noted that the amount foreseen by the Grant Agreement is to be considered as the maximum which may be granted and that it cannot be increased in any circumstances.

9.3 Payment procedures

The proposals supported under the Scheme will be subject to the following payment procedure

On the completion of the proposed initiative but not later than the 30th October 2019, the beneficiary must provide documents giving evidence that the project/activity/event organised with the support of the Scheme effectively took place. These shall include:

- i. A final report on the implementation of the project.
- ii. A final detailed financial statement of eligible costs incurred
 - List these costs in the same manner as the estimated budget, which justifies the funding requested expressed as a percentage of the eligible costs incurred;
 - If direct staff costs were incurred, an updated list of personnel employed by the Voluntary Organisation issued by Jobsplus must be attached)
- iii. A full summary statement of the actual receipts and expenditure of the project.
- iv. Full justification of the costs incurred (including quotations where applicable), original invoices, cash sales and VAT receipts.
- v. Achievements to be described in final report.

10. Other main contractual provisions

10.1 Finance, Sub-contracting and award of procurement contract

In all cases, beneficiaries are to abide with the principles of accountability, transparency and best value for money as per table hereunder.

For instance, in those cases where the implementation of the proposed initiative requires sub-contracting or the award of procurement contracts, beneficiaries of grants shall award the contract to the bidder offering best price-quality ratio, while taking care to avoid any conflict of interest.

10.2 Applicable Procurement Regulations

When undergoing the project under the Scheme, beneficiaries must abide with the procurement thresholds and relevant requirements to guarantee transparency and accountability per table hereunder.

1. Grant beneficiaries are obliged to abide by the Procurement Thresholds and Procedures for Public listed hereunder.
2. In the case of Direct Orders (under €500 exclusive of VAT) the beneficiary may only utilise this for a total of €1000 (exclusive of VAT). A prior justification must be sought.
3. Repetitions of Direct Orders for identical supplies/works/services should be avoided.
4. Division of Direct orders to bypass thresholds are strictly prohibited.

PROCUREMENT PROCEDURES SUPPLIES & SERVICES		
RANGES	MADE THROUGH	REQUIREMENTS
Under € 500	Direct Order	Justification for Direct Order
€ 501 - € 5,000	Request for Quotations	Call for Quotes - Minimum of 3 quotations. Publication not mandatory.

10.3 Information on the grants awarded

Grants awarded during a financial year will be published on the website of the Ministry for Gozo during the first half of the year following the closure of the financial year for which they were awarded.

The Ministry for Gozo will publish the following information:

- name and address of the beneficiary,
- purpose of the grant,
- amount awarded

10.4 Publicity

Apart from the measures foreseen for the visibility of the project/activity/event and for the dissemination and exploitation of its results, there is an obligation of minimal publicity for each granted project/activity/event.

Beneficiaries must clearly acknowledge the Ministry for Gozo's support in all communications or publications, in whatever form or whatever medium, including the Internet.

Official logo of the Ministry for Gozo



If these provisions are not fully complied with, the beneficiary's grant may be reduced.

10.5 Audits and monitoring

Beneficiaries may be subject to a monitoring visit. The beneficiary will undertake, with the signature of its legal representative, to provide proof that the grant has been used correctly.

The Ministry for Gozo may themselves check or appoint an authorized delegate to audit the use made of the grant at any time during the term of the agreement. All documentation appertaining to this project/event/activity including original fiscal invoices and receipts should be retained for audit purposes.

10.6 Recovery of Funds

The audit conclusions and the evaluation of the final report may necessitate that the Grant Award, in full or in part, may not be bestowed to the applicant due to a failure to honor one or more of the conditions stated in the Grant Agreement.

10.7 Data protection

All personal data contained in the grant agreement shall be processed in accordance with the Data Protection Act as per local legislation.

This data will be processed solely in connection with the implementation and evaluation of the Scheme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit appointed by the respective Ministry for Gozo and/or the Ministry of Finance, through whom the funds for the Scheme are made available.

CONTACT DETAILS

Ministry for Gozo
Promotion of Sports Initiatives & Facilities Scheme
Services Gozo Directorate
St Francis Square
Victoria

Tel: 22100259

Email: customerservices.mgoz@gov.mt

Annex I Eligibility and Quality Assessment Criteria

	Eligibility Criteria	
Yes/No	The application form is complete	
Yes/No	The proposed project/event/activity fits within one or more of the objectives of the Scheme	
Yes/No	The proposed project/event/activity fits within one or more of the priorities of the Scheme	
Yes/No	If the Voluntary Organisation is receiving any contributions in kind from other sources for the same project/event/activity, are these within the entire cost of the proposed project/event/activity	
Yes/No	The Voluntary Organisation is not in any of the situations which would prevent it from receiving a grant. As per Part C of this Guide.	
Yes/No	The proposed project/event/activity is within the remit and mandate of the Voluntary Organisation.	
Yes/No	The Voluntary Organisation is based in Gozo.	
Yes/No	The Voluntary Organisation is enrolled with the Commissioner for Voluntary Organisations and complaint with the requisites of Chapter 492 of VO Act.	
Yes/No	The Voluntary Organisation is applying to realise only one project/activity/event	
Yes/No	The proposed project/event/activity will be completed before the 30th October 2019	
Yes/No	The Voluntary Organisation has the financial capacity to realise the proposed project/event/activity	
Yes/No	The Voluntary Organisation has the operational capacity to realise the proposed project/event/activity	
Points	Quality Assessment Criteria –Voluntary Organisation	
15	The proposal addresses/highlights the objectives of the Scheme	
15	The proposal addresses/highlights the priorities of the Scheme	
15	The quality of the proposal, content and methodology	
15	The level of active participation of the local community	
10	Involvement of new audiences or development of existing ones	
10	The potential of the project/event/activity in offering continuity and legacy	
10	Visibility of the project/event/activity	
10	Involvement of people with fewer opportunities	
	Total Marks	

Annex II - Exclusion Criteria Declaration Form

(to be downloaded, signed and uploaded with the application form)

I, the undersigned hereby declare that neither I as promoter nor the Voluntary Organisation that I represent fall under any of the grounds listed under Part C, Section 7.1.2 of the Scheme's Guidelines.

Signature :

Name & Surname :
Promoter

ID Card :
Promoter

Voluntary Organisation :
Name
Registration Number (e.g. Voluntary Organisation Registration No).

Date :

Annex III – Evaluation Process

