



MINISTRY FOR EUROPEAN AFFAIRS AND EQUALITY
PARLIAMENTARY SECRETARY
FOR EUROPEAN FUNDS AND SOCIAL DIALOGUE



APPLICATION FORM

European Maritime and Fisheries Fund (2014 – 2020)

*Investing in
Sustainable Fisheries
and Aquaculture*

EMFF Measure Title	Article 68 – Marketing Measures
EMFF Measure Code	IV.3

Call Year	2017
Call Round	1
Deadline for Submission (dd-mm-yyyy Hh:mm:ss)	15-09-2017 12:00:00

[For office use only – Ref No. RC/UP5IV.3/2017/1]



Maritime and Fisheries Operational Programme 2014-2020
Part-financed by the European Union
European Maritime and Fisheries Fund
Co-financing rate: 75% European Union Funds; 25% National Funds



Investing in sustainable fisheries and aquaculture

APPLICATION SUMMARY

Operation Title

Operation Summary

Operation type¹

- Communication and promotional campaigns²

Start Date³

End Date⁴

Total Financial Plan⁵

Eligible⁶

€

VAT Eligible⁷

€

Total Eligible

€

Non-Eligible

€

VAT Non-Eligible

€

Total Non-Eligible

€

Total Eligible and Non-Eligible

€

¹ Regulation (EU) No. 508/2014

² Measure-Specific Admissibility Criteria: Promotional campaigns should be aimed at improving the demand for currently-unexploited fish and should not be aimed at commercial brands.
<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Agricultural%20Fisheries%20Fund/Documents/EMFF%202014-2020/Eligibility%20and%20selection%20criteria%202014-2020.pdf>

³ **The project start date** refers to the date when preparations on the operation's activities start or are envisaged to start (excluding drafting of the application form but including the date when a call for tender/quotation/employment started being drafted). The duration of the operation should factor in the time spent in the preparation and launching of calls. In this regard, advice regarding average duration of public tenders can be obtained from the EU unit within the Department of Contracts.

⁴ **The project end date** refers to approximately two months following the last payment incurred through the grant. During these last two months, the Beneficiary would be expected to draw up the Closure Report. Whereas, all actions leading to outputs of the operation have to be implemented in full by 31/12/2018, not all payments (except for the amount referred to in Table 7.1: Performance Framework of the EMFF Operational Programme for Malta) need to necessarily be made by 31/12/2018. **The project end date however cannot extend further than 31/07/2019.**

⁵ As also stated in Section 5 of this application, reference is made to **Article 95 of the EMFF Regulation (EU) No 508/2014 on Intensity on Public Aid**, whereby the maximum of intensity of public aid to be applied for the operation will be set in accordance with the criteria met by the applicant.

⁶ In order to be considered eligible, the operations' costs need to be in line with relevant EU Regulations, more specifically Regulation (EU) No. 508/2014 of the European Parliament and of the Council on the European Maritime and Fisheries Fund (the Fund Specific Regulation), the Common Provisions Regulation, the National Eligibility Rules and any subsequent modifications.

⁷ In order for VAT to be considered as an eligible component of the operation, it has to be genuinely borne by the Beneficiary. Therefore, VAT which is recoverable, by whatever means, cannot be considered eligible, even if it is not actually recovered by the Beneficiary. The Applicant is required to submit a Declaration from the VAT Department, if VAT is to be included as an eligible component of the operation. The Form to be completed is included as Annex I to the Application Form.

SECTION 1 – THE APPLICANT

1.1 Applicant Organisation's Details

Full Name of Organisation	<input type="text"/>
Postal Address	<input type="text"/>
Post Code	<input type="text"/>
VAT number (if any)	<input type="text"/>
Project Leader ⁸	<input type="text"/>
Position within organisation	<input type="text"/>
Phone number	<input type="text"/>
E-mail address	<input type="text"/>
Website address	<input type="text"/>
Contact Person ⁹	<input type="text"/>
Position within organisation	<input type="text"/>
Phone number	<input type="text"/>
E-mail address	<input type="text"/>

⁸ The **Project Leader** is the person responsible for the implementation and must be from the Applicant organisation given that he/she will carry the overall financial and legal responsibility for the implementation of the operation. There must be only **ONE** project leader responsible for the operation, even if the operation is composed of different components. In such cases, internal arrangements should be made in order to co-ordinate the different components. It is recommended that the Applicant organisation does not nominate as Project Leader, persons/officials who are already acting as Project Leaders in other approved operations, unless otherwise approved by the Managing Authority and based upon a justification.

⁹ The **Contact Person** cannot be the same person as the Project Leader as this will normally impinge on capacity of the organisation as well as on the status of the operation. He/she must be the person with whom the operation can be discussed and to whom any queries can be copied and/or referred. The Contact Person must also be from the Beneficiary organisation. It is extremely important to indicate as Contact Person someone who will be easily accessible and who will be well aware of all details concerning the operation's implementation. Therefore, a Contact Person is necessary to ensure smooth communication flows between the organisation and the relevant stakeholders.

1.2 Type of Beneficiary

1.2.1 Choose from the list below

- Public
- Private¹⁰
- Mixed
- Other (please specify)

1.3 Partner organisation (local or transnational) (Maximum Marks: 5)

1.3.1 Specify whether the operation entails the involvement of any other organisation/s

Yes¹¹ No

If **Yes**, provide the details of the organisation/s

Name of Organisation

Transnational Partner

Legal Status

- Public Authority	<input type="checkbox"/>
- Legal Person	<input type="checkbox"/>
- Natural Person	<input type="checkbox"/>
- Organisation of fishermen	<input type="checkbox"/>
- NGO/VO	<input type="checkbox"/>
- Research centre/University	<input type="checkbox"/>
- Mixed	<input type="checkbox"/>
- Other (please specify)	<input type="checkbox"/>

Contact Person

Position within organisation

Phone number

E-mail address

¹⁰ Please refer to Section 18 for details on documentation required in relation to proof of financing in terms of financial capacity of private entities.

¹¹ Partners should sign a letter of intent as a proof of commitment to the operation. This letter must reflect all the information provided in this section of the application form. This declaration is to be signed by the partner (stamped and dated) and annexed to the application form under Section 19. Should the Partner be providing any co-financing the Project Selection Committee may request further proof of such co-financing.

1.3.2 Explain the role of the partner organisation/s within the operation and its added value in reaching the expected results

1.3.3 Explain how the envisaged activities are in the partner organisation/s' remit

1.3.4 Specify whether the partner organisation/s will be receiving EMFF Funds

Yes No

If **Yes**, please indicate the specific activity and the amount for which funds will be claimed

Activity	Amount Claimed (€)

1.3.5 Please specify if the partner organisation/s will provide co-financing

Yes No

If **Yes**, please indicate the specific activity and the amount as well as the source of funding:

Activity	Amount (€)	Source of funding claimed (€)

1.4 Institutional Framework

Clearly describe the institutional framework within which the operation will have to operate. Also indicate the size of the organisation and which unit will be responsible to carry out the different roles (procurement, payments, financial control, etc.)

1.4.1 Size of the organisation¹²

¹² The Applicant is to describe the institutional framework within which the operation will have to operate and how the operation will fit within this framework, providing details on the current staff complement (full-time equivalent employees) and the structure in place.

1.4.2 Describe the Units involved in the implementation¹³

- Unit supporting in the daily monitoring of the activities: (details)
- Unit supporting in the Procurement Process: (details)
- Unit supporting in the Payment Process: (details)
- Unit supporting in the Financial control: (details)
- Any other Unit involved in the operation's implementation

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The Applicant is to annex an Organisational Framework (Organigram) to the Application Form under Section 19. The Applicant's Organisation Chart (Organigram) is to clearly highlight the units/sectors that will be involved in the implementation of the operation and the interaction between each unit/sector and the Project Leader.

1.5 Coordinating Body/Line Ministry

Ministry	
Director (Policy Development & Programme Implementation Directorate) ¹⁴	
Phone number	
E-mail address	
EU Fund Manager/EU Officer (or equivalent position)	
Position within organisation	
Phone number	
E-mail address	
EU Fund Manager/EU Officer (or equivalent position)	
Position within organisation	
Phone number	
E-mail address	

¹³ The Applicant is requested to identify and describe the units (including number of officers and expertise) that will be working on the operation and that will be responsible for the different phases related to the operation's implementation, such as procurement, payments, financial control unit and how these will be coordinated and managed by the Project Leader. The Applicant should also demonstrate whether existing staff have been identified appropriately and should specify whether new staff will be openly recruited to provide support in the operation's implementation. Support provided by the Coordinating Body/Line Ministry can also be included.

¹⁴ The Director (Policy Development and Programme Implementation Directorate) within each Line Ministry is entrusted with the role of coordinating body for all the departments/entities benefitting from the European Maritime and Fisheries Fund and falling within the Ministry's remit. The coordinating body will be responsible to liaise between the Applicant and the Managing Authority and other horizontal stakeholders throughout the implementation of the operation.

SECTION 2 – STATE AID

The Applicant should ideally include the State Aid Monitoring Board (SAMB) position with the Application Form. Operations involving state aid are NOT eligible under this call¹⁵

2.1 Does the operation involve State Aid? (Only operations which do not involve state aid are eligible)

Yes No

2.2 Have discussions with the State Aid Monitoring Board (SAMB) been held?

Yes No

If you have answered 'Yes' to question 2.2, please outline the outcome of the discussions held with SAMB and any reference to correspondence with SAMB

If you have answered 'No' to both questions 2.1 and 2.2, please explain how it has been concluded that the operation does not involve state aid

The Applicant is to annex to the application form, under Section 19, any official correspondence with the State Aid Monitoring Board

¹⁵ **ALL** Applicants of EMFF assisted operations must ensure compliance with State Aid rules. **If the rules are breached (even after the operation ends), any grant (even if already paid) may have to be recovered.** In this regard, early discussions with the State Aid Monitoring Board (SAMB) and/or experts on State Aid, of the Applicant's choice, are encouraged to clear State Aid position. Any evidence of correspondence between the Applicant and SAMB should be annexed to the application form (under Section 19 of this application form). The contact person within SAMB is Dr. Yana Haber, who can be contacted either by telephone on 21252757/21223878 and/or in writing by electronic mail on yana.haber@gov.mt. The Project Selection Committee reserves the right to consult the SAMB during and after the project selection procedure as necessary.

SECTION 3 – DETAILS OF OPERATION

3.1 Description of the Operation

Describe the proposed operation for which assistance is being proposed specifying its main characteristics and components.

3.2 Objectives of the Operation

In the box below, state clearly the objectives of the Operation.

3.3 Operation Type

- Communication and promotional campaigns: Conducting regional, national, or transnational communication and promotional campaign, to raise public awareness of sustainable fishery and aquaculture products¹⁶

3.4 Target Groups Supported by the Operation

Target Groups	
	Numerical Value
Number of firms benefitting from the operation	
Number of producers' organisations members benefitting from the operation	

3.5 Target audience (*Maximum Marks: 10*)¹⁷

In the box below, state the main expected target audience and the direct benefit of the publicity campaign for the main target audience.

How many people will benefit directly from the publicity campaign (number of participants in a seminar, number of readers of a publication, etc.) and how is this number calculated?

How representative are the direct beneficiaries of the publicity campaign, and what is their status?

¹⁶ Measure-Specific Admissibility Criteria: Promotional campaigns should be aimed at improving the demand for currently-unexploited fish and should not be aimed at commercial brands.

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Agricultural%20Fisheries%20Fund/Documents/EMFF%202014-2020/Eligibility%20and%20selection%20criteria%202014-2020.pdf>

¹⁷ Measure-Specific Selection Criteria: More marks to campaigns targeting wider audience segments.

Status of direct beneficiaries:

- Members of the general public (please specify)
- Consumers and members of consumer organisations
- Fishers
- Managers of cooperatives
- Trade unionists
- Representatives of business
- Representatives of industry
- Local elected representatives
- Members of Parliament
- Civil servants
- Journalists
- University lecturers
- Students
- Others (please specify)

Who are the possible indirect beneficiaries of the publicity campaign, how many of them are there and how is this number calculated? How do you estimate the multiplier effect of the publicity campaign?

3.6 Date(s) of implementation

Date on which preparation of the information measure will begin

Date(s) on which the information measure will take place

Date on which follow up of the promotional campaign will end

3.7 Place(s) of implementation

3.8 Project Phases

Where the operation is a phase of an overall operation, provide a description of the proposed stages of implementation (where possible, please provide a Gantt chart)

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3.9 Background and Justification

Within each of the sub-sections below, provide information relating to the project being proposed:

A. Problem Identification: *This section should include a description of the problem currently being faced in the particular area.*

B. Demand / Gap Analysis: *This section should present an analysis of the current demand for a particular good/service, to determine the reasons of its success or failure, and how its performance can be improved in the future to address the problem identified in the previous section. In addition, Applicants may opt to forecast expected demand in subsequent years to further consolidate the basis of the demand analysis, in which case the current gap which needs to be addressed in order to fulfil the expected demand has to be identified and described.*

C. Options Analysis: *This section should identify a number of options which could contribute towards addressing the identified gap.*

D. Baseline (Research and Quantitative Assessment): *This section should provide data including information collected through surveys. The data presented should provide baselines for the subsequent section – Results. Any supporting documentation or research to justify the undertaking of this operation should be mentioned and summarised under this section. Reference is made to the Measure-Specific Admissibility Criteria¹⁸ whereby applicants must submit a marketing strategy (market research and baseline).*

E. Selection of Option: *This section should outline the selected option based on the above findings. Applicant should indicate the importance of the grant for the undertaking of the operation and selected option, why the operation cannot be undertaken with the Applicant's own resources; and why the EMFF should co-finance the proposed operation.*

¹⁸ Measure-Specific Admissibility Criteria:
<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Agricultural%20Fisheries%20Fund/Documents/EMFF%202014-2020/Eligibility%20and%20selection%20criteria%202014-2020.pdf>

3.10 Activities¹⁹

In the box below, give a breakdown and description of the activities to be carried out and the means, to achieve them.

Please describe and enclose a draft programme/timetable in the case of seminars and conferences and the content in the case of publications and audio-visual productions, taking care to specify, the various subjects to be dealt with (please provide as many details as possible) **(Maximum Marks: 10)²⁰**

What are the means of communication to be used and how will they be used?

- Multimedia material (please specify)
- Press
- Specialist press
- Online press
- Website
- Audio-visual media
- Other

Demonstrate/explain which channel or channels of communication are most appropriate in this field for the various issues and the various target audiences, and why.

3.11 Sub-Activities²¹

In the box below, give a breakdown and description of the sub-activities to be carried out and the means, to achieve them.

¹⁹ Activities refer to the operation's budgetary allocations by heading/component. Activities should be limited to consumables and supplies; equipment; evaluation and research; premiums (not applicable for this call); project management; publicity and dissemination; services; staff costs; training; travel; and works.

²⁰ Measure-Specific Selection Criteria: Fish Consumption (extra marks to promotional campaigns sustained by a proper plan and focus on the improvement of public knowledge on fish consumption)

²¹ Sub-activities refer to specific commitments within an activity, for example if the activity 'travel' is included within the operation, the applicant may include sub-activities 'flights' and/or 'subsistence allowance', as the need may be. Similarly if the activity 'equipment' is included, the applicant may include such sub-activities as 'laboratory equipment' and/or 'IT equipment'.

3.12 Other Related Activities

Identify and summarise any related activities being undertaken and/or that have already been undertaken by the applicant organisation and/or other parties (through EU, national and/or other funds) in connection or in support of the same operation. Please also identify which funds have been utilised for related activities.

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SECTION 4 – OPERATIONAL PROGRAMME

Under this section, the Applicant should demonstrate that the operation fits into the Union Priorities Strategy and it concretely contributes to the achievement of its objectives and results as outlined under the European Maritime and Fisheries Fund Operational Programme for Malta.

4.1 Specific Objectives²²

Specific Objective	
1 – Improvement of market organisation for fishery and aquaculture products	<input type="checkbox"/>

4.1.1 Explain in concrete terms how the operation will address the selected specific objective/s:

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4.2 Contribution towards indicators²³ (Maximum Marks: 5)

Applicants should contribute only to those indicators which are relevant for the selected Specific Objective/s. When applicable, more than one indicator for the operation under the same Specific Objective can be selected through the provision of envisaged target/s. The Applicant should provide the method of quantification for each indicator and the method of verification that will be used once the implementation has started.

4.2.1 Selection of the relevant indicator/s²⁴

Output indicator	Milestone for 2018 ²⁵	Target for Completion of Operation
5.2 – No of projects on marketing measures and storage aid		

²² Specific Objectives are the results to which a Union Priority contributes in a specific national or regional context through actions or measures undertaken within such a priority. The Applicant must ensure that the proposal is addressing one of the listed Specific Objectives in order for the application to be eligible. The choice of Specific Objectives is limited to the relevant Union Priority open under this call.

²⁴ The choice of indicator/s is limited to the relevant Specific Objective/s open under this call. Each indicator should be realistically quantified and allocated against the **expected achievement up to year 2018** and the **cumulative total year of completion of operation**. In instances where the completion year is 2018 or earlier, then the targets will need to be inputted twice i.e. under the column 'Milestone for 2018' and the column 'Target for Completion of Operation'.

²⁵ As per Commission Implementing Regulation (EU) No. 215/2014 the milestones and targets for an output indicator shall refer to operations, where all actions leading to outputs have been implemented in full, but for which not all payments have necessarily been made.

Result indicator	Target for Completion of Operation
5.1 c – Change in value of first sales in non-POs	thousand Euro
5.1 d – Change in volume of first sales in non-POs	tonnes
5.1 e – Increase in the estimated per capita fish consumption	Kgs

NB: Indicators are binding and contribute to the selection of the operation. If they are not met, there may be the case for full or partial recovery of funds.

4.2.2 Please provide a description of the method of quantification used to reach the envisaged target under each selected indicator:

4.2.3 Please provide a description of the method of verification that will be used to ensure the achievement of the selected indicator

4.4 Complementary Specific Objectives (Maximum Marks: 5)

4.4.1 Specify whether the operation contributes to any other Specific Objective/s not principally identified through this call but to which other measures/actions within the programme are set to directly contribute.

Yes No

If **Yes**, specify which Specific Objective/s are to be considered as complementary to the operation.

Union Priority	Specific Objective		Description of how this operation will contribute towards reaching complementary specific objectives
1 – Promoting environmentally sustainable, resource efficient, innovative, competitive and knowledge based fisheries	1 – Reduction of the impact of fisheries on the marine environment, including the avoidance and reduction, as far as possible, of unwanted catches.	<input type="checkbox"/>	
1 – Promoting environmentally sustainable, resource efficient, innovative, competitive and knowledge based fisheries	4 – Enhancement of the competitiveness and viability of fisheries enterprises, including of small scale coastal fleet, and the improvement of safety or working conditions	<input type="checkbox"/>	
1 – Promoting environmentally sustainable, resource efficient, innovative, competitive and knowledge based fisheries	5 – Provision of support to strengthen technological development and innovation, including increasing energy efficiency, and knowledge transfer	<input type="checkbox"/>	
1 – Promoting environmentally sustainable, resource efficient, innovative, competitive and knowledge based fisheries	6 – Development of professional training, new professional skills and lifelong learning	<input type="checkbox"/>	

2 – Fostering environmentally sustainable, resource efficient, innovative, competitive and knowledge based aquaculture	3 – Protection and restoration of aquatic biodiversity and enhancement of ecosystems related to aquaculture and promotion of resource efficient aquaculture	<input type="checkbox"/>	
3 – Fostering the implementation of the Common Fisheries Policy	1 – Improvement and supply of scientific knowledge and collection and management of data	<input type="checkbox"/>	
3 – Fostering the implementation of the Common Fisheries Policy	2 – Provision of support to monitoring, control and enforcement, enhancing institutional capacity and the efficiency of public administration, without increasing the administrative burden	<input type="checkbox"/>	
6 – Fostering the implementation of the Integrated Maritime Policy	1 – Development and implementation of the Integrated Maritime Policy	<input type="checkbox"/>	

If **Yes**, specify how the selected Specific Objective/s will be directly/indirectly addressed/contributed to, through the operation.

SECTION 5 – FINANCIAL PLAN²⁶

5.1 Estimated Budget Breakdown (all figures must be quoted in EUR)²⁷

Activity	NET (€)	VAT (€)	Other Costs (€)	Gross (€)
Consumables and Supplies				
Equipment				
Evaluation and Research				
Project Management				
Publicity and Dissemination ²⁸				
Services				
Staff costs				
Training				
Travel				
<i>Other costs (please specify)</i>				
Sub-total expenditure				
Non-eligible expenditure				
<i>Other costs (please specify)</i>				
Sub-total non-eligible expenditure				
Grand Total				

If necessary, additional rows may be added.

Financial Plan

Eligible ²⁹	<input type="text"/>	VAT Eligible ³⁰	<input type="text"/>	Total Eligible	<input type="text"/>
Non-Eligible	<input type="text"/>	VAT Non-Eligible	<input type="text"/>	Total Non-Eligible	<input type="text"/>
				Total	<input type="text"/>

²⁶ Reference is made to Article 95 of the EMFF Regulation (EU) No 508/2014 on Intensity on Public Aid, whereby the maximum of intensity of public aid to be applied for the operation will be set in accordance with the criteria met by the applicant.

²⁷ In line with Article 61 (par.7.b) of Regulation (EU) No.1303/2013, *net revenue* does not apply since the operation is expected to not exceed €1,000,000 in line with the applicable financial allocation identified in the EMFF Operational Programme Section 8.2.

²⁸ Refer to Section 13 of the Application Form. The budget allocated to 'Publicity and Dissemination' identified under Section 5.1 must tally with the 'Total Publicity Budget' under Section 13.

²⁹ In order to be considered eligible, the operations' costs need to be in line with relevant EU Regulations, more specifically Regulation (EU) No. 508/2014 of the European Parliament and of the Council on the European Maritime and Fisheries Fund (the Fund Specific Regulation), the Common Provisions Regulation, the National Eligibility Rules and any subsequent modifications.

³⁰ In order for VAT to be considered as an eligible component of the operation, it has to be genuinely borne by the Beneficiary. Therefore, VAT which is recoverable, by whatever means, cannot be considered eligible, even if it is not actually recovered by the Beneficiary. The Applicant is required to submit a Declaration from the VAT Department, if VAT is to be included as an eligible component of the operation. The Form to be completed is included as Annex I to the Application Form.

SECTION 6 – NATIONAL PRIORITIES

In the box below, please indicate how the Operation will be contributing towards National Priorities for Malta as identified in official documents. Kindly identify the contribution to national priorities and relevant policies by showing how the planned operation fits within these strategies/programmes.

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SECTION 7 – HORIZONTAL PRIORITIES (*Maximum Marks: 5*)

7.1 Equal opportunities

Operations should make a positive contribution to equality for all. Please describe specific actions to promote equal opportunities and prevent discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, design and implementation of the operation.

Please mention any specific components and explain how the applicant will ensure that equal opportunity will be integrated in the operation. The applicant should not limit the effort to the legal obligations.

Equal Opportunities		Measures adopted at design stage	Measures to adopt at Implementation stage
Equality between men and women	<input type="checkbox"/>		
Non Discrimination	<input type="checkbox"/>		
Accessibility	<input type="checkbox"/>		

7.2 Sustainable Development

7.2.1 Describe how the operation shall contribute to any and/or all of the three pillars of sustainable development. A specific reference to the '*Sustainable Development Strategy for the Maltese Islands 2007-2016*³¹' must be included.

Sustainable Development		Description
Environmental Dimension	<input type="checkbox"/>	
Economic Dimension	<input type="checkbox"/>	
Social Dimension	<input type="checkbox"/>	
Cross-cutting Strategic Issues	<input type="checkbox"/>	

³¹ https://www.um.edu.mt/_data/assets/pdf_file/0003/64812/SD_Strategy_2006.pdf

7.2.2 Describe specific actions addressing the environment and provide the amount allocated to the selected actions³² (**Maximum Marks: 5**)

Environment's Protection Actions		Description	Amount allocated (€)
Reduce GHG emissions	<input type="checkbox"/>		
Renewable Energy Sources	<input type="checkbox"/>		
Energy Efficiency	<input type="checkbox"/>		
Water reuse/treatment	<input type="checkbox"/>		
Any other climate change mitigation and adaptation measure	<input type="checkbox"/>		

³² Measure-Specific Selection Criteria- Green considerations: precedence to promotional material obtained through environmental-friendly methods [printing, etc...]

SECTION 8 – FINANCIAL DETAILS

8.1 Other Community financing sources

8.1.1 Has an application been made for assistance from any other Community source (including EAFRD, ERDF, ESF, Cohesion Fund, LIFE ...) for this operation, any part thereof or for any earlier phase of this project (including feasibility and preparatory phases)?

Yes No

If **Yes**, please give details (financial instrument concerned, reference number/s, dates, amounts requested, amounts granted, etc.):

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8.1.2 Specify whether the proposed operation is complementary to any operation already financed or to be financed by the European Union (**Maximum Marks: 5**)

Yes No

If yes, give details (provide precise details, reference number/s, dates, amounts requested, amounts granted, etc.):

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SECTION 9 – CONTRACTING AND IMPLEMENTATION

9.1 Indicative Public Procurement Table

9.1.1 State the expected number of calls for tender(s) / quotation(s) and total value of each call for tender(s) / quotation(s) in **EUR**. VAT should be quoted separately.

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

If necessary, additional rows may be added.

9.2 Indicative Employment Contracts

9.2.1 State the expected number of calls for employment and total value of each call for employment in **EUR**. Social Security contributions should be quoted separately.

Name of call	Duration of employment contract	Estimated Value (€)	Social Security Contribution (€)	Total (€)
TOTAL				

9.3 Indicative Implementation schedule

The applicant is to complete the below indicative implementation timetable (per quarter) by providing the envisaged schedule for each call for tenders/quotations/employment. The five stages of implementation are identified hereunder.

D = Design³³ **P** = Call Published³⁴ **E** = Evaluation³⁵ **I** = Implementation³⁶ **C** = Closure³⁷

Year	N th Year*				N+1				N+2			
(please specify the N th year)	20...				20...				20...			
Quarters	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th
Call 1 (please specify)												
Call 2 (please specify)												
Call 3 (please specify)												
Call 4 (please specify)												

If necessary, additional rows may be added.

Note: The Public Procurement Regulations 2016 (and any subsequent amendments) should be consulted in order to establish realistic timeframes.

* **N** represents the starting year of the project.

³³ **Design (D)**

The timeframe required to finalise the specifications of the call prior to the launch of the actual call on the market.

³⁴ **Call published (P)**

The timeframe between the launch of the call on the market up to the closure date of the call or the proposal's submission.

³⁵ **Evaluation (E)**

The timeframe between the closure date of the call till the signature of the contract by the service provider/supplier and the Contracting Authority. The timeframe should also take into consideration the right of recourse of any candidate aggrieved by the award.

³⁶ **Implementation (I)**

The start of the implementation of the activities as per contract.

³⁷ **Closure (C)**

The period following the conclusion of a contract. During closure, the Project Leader certifies and settles any outstanding invoices and commissions the final implementation report.

9.4 Envisaged Contracting and Disbursement Schedule

	Year	N th Year*				N+1				N+2				TOTAL
	(please specify the N th year)	20...				20...				20...				
	Quarter	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	
Call 1 (Eligible costs excl VAT) (€)	Contracting													
	Disbursement													
Call 2 (Eligible costs excl VAT) (€)	Contracting													
	Disbursement													
Call 3 (Eligible costs excl VAT) (€)	Contracting													
	Disbursement													
Call 4 (Eligible costs excl VAT) (€)	Contracting													
	Disbursement													
Total eligible costs (Excl VAT) (€)	Contracting													
	Disbursement													
Total non-eligible costs (Excl VAT) (€)	Contracting													
	Disbursement													
Eligible VAT (€)	Contracting													
	Disbursement													
Non-Eligible VAT (€)	Contracting													
	Disbursement													
Grand Total (€)	Contracting													
	Disbursement													

If necessary, additional rows may be added.

NB: Applicant must include all envisaged contracts (works/supplies/services as well as employment contracts).

* N represents the start year of the project.

SECTION 10 – READINESS *(Maximum Marks: 10)*

10.1 Current Level of Implementation of the Operation

10.1.1 Indicate the state of readiness of the operation (particularly in relation to public procurement, which might be required prior to implementation). At this stage, the Applicant should clearly specify the status of all the anticipated procurement and whether any tasks are expected to be undertaken before evaluation of the project application is concluded.

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Specify the status of the anticipated procurement.

Title	Procurement Method	Status (Please repeat for each Procurement)					
Call 1		Designed	<input type="checkbox"/>	Drafted	<input type="checkbox"/>	Launched	<input type="checkbox"/>
		Evaluated	<input type="checkbox"/>	Contracted	<input type="checkbox"/>	Appeals	<input type="checkbox"/>
Call 2		Designed	<input type="checkbox"/>	Drafted	<input type="checkbox"/>	Launched	<input type="checkbox"/>
		Evaluated	<input type="checkbox"/>	Contracted	<input type="checkbox"/>	Appeals	<input type="checkbox"/>
Call 3		Designed	<input type="checkbox"/>	Drafted	<input type="checkbox"/>	Launched	<input type="checkbox"/>
		Evaluated	<input type="checkbox"/>	Contracted	<input type="checkbox"/>	Appeals	<input type="checkbox"/>
Call 4		Designed	<input type="checkbox"/>	Drafted	<input type="checkbox"/>	Launched	<input type="checkbox"/>
		Evaluated	<input type="checkbox"/>	Contracted	<input type="checkbox"/>	Appeals	<input type="checkbox"/>

If necessary, additional rows may be added.

If the call(s) has/have been advertised, please indicate the advert date and the publisher.

Title	Publication Date of the Advert	Newspaper Publisher
Call 1		
Call 2		
Call 3		
Call 4		

If necessary, additional rows may be added.

Indicate whether any further preparation/implementation tasks will continue regardless of the grant decision or whether further progress is dependent on the outcome of the Grant Decision.

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SECTION 11– SUSTAINABILITY OF THE OPERATION (*Maximum Marks: 10*)

Describe how the benefits of the operation will continue to be delivered after grant support comes to an end and how the operation will be financially supported following completion (as applicable) especially in relation to activities implemented through the operation which are to remain functional following completion of the operation (e.g website maintenance and hosting).

SECTION 12 – ADDED VALUE AND COST-EFFECTIVENESS (*Maximum Marks: 20*)

Describe the added value of the proposed operation and its cost-effectiveness.

SECTION 13 – INFORMATION AND PUBLICITY³⁸

The applicant is to propose communication activities, **proportionate to the size of the operation**³⁹, in order to inform the public about the operation’s aims and the union support to the operation⁴⁰

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The applicant is to provide an indicative budget for each of the communication activities proposed above and to specify the target audience of these activities.

Tool / Action	Access Points	Presentation ⁴¹ Mode	Audience	Budget (€)
Print Media	Newspapers			
	Stickers			
	Industry/ Business/ Organisation Journals and Magazines			
	International Publications			
Signage	Plaques			
	Billboards			
Broadcast Media	TV			
	Radio			
Events	Domestic Events			
	Conferences			
	Exhibitions			
Internet and Websites	Local Websites			
	Mailshots/Online newspapers			
Seminars, Conferences or Workshops	Sectoral business groups			
	Press release – Launch Event			

³⁸ Applicants should note that publicity may only be used to increase awareness of what EU Funds are used for and to disseminate results. Information and publicity measures must not be used as a marketing tool to promote an organization, its products, services or infrastructure. Publicity measures undertaken must be operation specific. This table should NOT include adverts to be financed through the campaign (posters, radio adverts etc) but only promotional activities in line with the visibility guidelines (e.g press release issued describing the awarded project and the funding provided)

³⁹ Applicants are to be cautious when determining communication activities for the operation. Applicants should also ensure that the operation benefits from any possible free publicity (e.g. by placing adverts on the Ministry’s / Entity’s website and any social media tools) and that anything that will be proposed to be funded under the operation adds value to the results of the operation, taking into account the principle of value for money. In this regard publicity measures of individual operations should take into account the nature of the operation and must be relative to the size and objectives of the operation.

⁴⁰ As per Annex V ‘Information and Communication on support from the EMFF’ of Regulation (EU) No. 508/2014 of the European Parliament and of the Council on the European Maritime and Fisheries Fund.

⁴¹ **Presentation Mode** refers to the media that will be used for publicity purposes. The type of presentation modes are captured under **Access points**. **Audience** refers to the target audience to whom publicity is targeted (e.g. general public, constituted bodies etc.). **Budget** allocations refer to the allocation budget necessary for this item.

	Participation during trade exhibitions, fairs, national events, etc.			
Promotional Material	Supplied during national events or events focused at different target groups (e.g.: pens, note pads, etc.)			
Direct Mail Actions	Distribution to households on a national or regional basis			
Posters	Sectoral, business groups or interests			
	On site			
Other (please specify)				

If necessary, additional rows may be added.

Total Publicity Budget - € _____

SECTION 14 – CONDITIONALITY AND RISKS (*Maximum Marks: 5*)

Conditionality and risks are issues pertaining to the operation which could jeopardise its timely and effective implementation. These should be indicated clearly highlighting what could be done, by when and by whom. Conditionality/ies not within the control of the operation is/are deemed to be risks and should also be included. If the Applicant fails to identify risks or the extent of the risks, operations which receive approval may have the grant agreement withdrawn by the Managing Authority at a later stage when the risk becomes apparent.

Risk Types	Description	Consequence	Probability (High, Medium, Low, N/A)	Impact (High, Medium, Low, N/A)	Response Strategy
Technical Risks					
Financial Risks					
Legal Risks					
Capacity Risks					
Public Procurement Risks					
Implementation Risks					
Other Risks					

If necessary, additional rows may be added.

SECTION 15 – ADDITIONAL INFORMATION

Please use this section to supply any additional information relating to previous sections which you feel is relevant. Please head your information using the numbers and heading within this form.

SECTION 16 – DATA PROTECTION

Personal data transmitted to the Funds and Programmes Division within the scope of implementation of operations being co-financed by the European Maritime and Fisheries Fund is processed, in accordance with the Data Protection Act (2001), by the Funds and Programmes Division and by other stakeholders and competent authorities mandated to implement, monitor, execute payments, control and audit the operation/contract. For any data protection queries e-mail on fpd.meaim@gov.mt

I agree with the above

SECTION 17 - DECLARATION

I declare that the entries in this Declaration form, the details in the whole **Application Form** and any other annexes enclosed are, to the best of my knowledge and belief, correct. I also confirm that the EU Funds applied for is the minimum required for the operation to proceed as described.

I can confirm that the operation to which this application refers is not physically completed or fully implemented at the date of its submission to the MA as per article 65(6) of Regulation (EU) No 1303/2013.

I can also confirm that I am not aware of any reason why the operation may not proceed or be delayed and the commitment can be made within the timescales indicated in the Operational Programme to which this operation relates. I acknowledge that the application will be subject to regular monitoring/auditing/evaluations and undertake to keep adequate records for this purpose in line with instructions received from the Managing Authority and as described in the Manual of Procedures and any other guidance provided by the Managing Authority / other stakeholders, as applicable.

I declare that this project is not being supported through other Community Funding and that I will abide by the principle of good governance and the Public Contracts Regulation on matters related to procurement as applicable. I also declare that I will use fair, transparent and competitive procedures in any employment contracts.

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 operation (including budget) as required by the relevant Commission Regulations on the European Maritime and Fisheries Fund (2014-2020).

I declare to abide to the durability clause enshrined in article 71 of Regulation (EU) 1303/2013. I also understand that if the information included in the Application Form is found to be not factually correct, the project application may be rejected.

I confirm that the Project Leader will be the person responsible for the implementation of the operation and that he/she will carry the overall financial and legal responsibility for the implementation of the operation.

Project Leader (Name in Block Letters)

Signature and stamp

CEO/Head of Applicant Organisation
Legal Representative of the Organisation
(Name in Block Letters)

Signature and stamp

Permanent Secretary (Name in Block Letters)

Signature and stamp

Date _____

SECTION 18 – FINANCIAL CAPACITY

Beneficiaries⁴² must provide proof of financing and thus ensure that they have the financial capacity to implement the operation in its entirety (100%).

In this regard, the table below lists the documentation to be provided by all applicants, with the exception of public entities:

Type of Beneficiary	Required Documentation to be annexed with this Application Form
Private Individuals/ Self Employed	<ul style="list-style-type: none"> a. Last year's tax return and annexed income statement submitted; b. Copy of VAT registration certificate; c. SCC Declarations; d. Declaration by the individual and his/her accountant / lawyer attesting that liquid funds are available to match the private financing; e. If the private part is to be financed by a loan, a bank letter of intent or a bank sanction letter is to be provided;
Private Companies	<ul style="list-style-type: none"> a. Audited financial statements of years n-1 and n-2 but if n-1 year audited accounts are not available, management accounts are to be provided (where n is current year); b. SCC Declarations; c. Declaration by legal representative and accountant / lawyer attesting that funds are available to match the private financing; d. If the private part is to be financed by a loan, a bank letter of intent or a bank sanction letter is to be provided;
Startups – 1st year of business	<ul style="list-style-type: none"> a. If in the first year of business, existing management accounts at application date; b. Cashflow and revenue projections for next year certified by CPA; c. Declaration by legal representative and accountant / lawyer attesting that funds are available to match the private financing; d. If the private part is to be financed by a loan, a bank letter of intent or a bank sanction letter is to be provided; e. VAT, IRD, SCC Declarations (if available);
Startups – 2nd year of business	<ul style="list-style-type: none"> a. If in the second year of business, audited financial statements of n-1; if these are not available, management accounts are to be provided; b. Declaration by legal representative and accountant / lawyer attesting that funds are available to match the private financing; c. If the private part is to be financed by a loan, a bank letter of intent or a bank sanction letter is to be provided; d. VAT, IRD, SCC Declarations;
New VOs / NGOs registered in 2017	<ul style="list-style-type: none"> a. Management accounts from date of inception; b. Declaration by treasurer and another signatory that funds are available to match the private financing; c. If the private part is to be financed by a loan, a bank letter of intent or a sanction letter is to be provided;
VO s / NGO s Category 1 (where	<ul style="list-style-type: none"> a. Management Accounts submitted of years n-1 and n-2 in line with Schedule 2 of LN492.2001;

⁴² Should the Partner be providing any co-financing the documents as listed above (financial capacity) are also required.

<p>the total revenue does not exceed 20,000 euro over three consecutive years)</p>	<ul style="list-style-type: none"> b. Declaration by treasurer and another signatory that funds are available to match the private financing; c. If the private part is to be financed by a loan, a bank letter of intent or a bank sanction letter is to be provided; d. In case of NGOs to provide also IRD and SSC Declarations together with VAT Declarations (if available);
<p>VO s / NGO s Category 2 (where the total revenue for three last consecutive calendar years is over 20,000 euro but less than 200,000 euro)</p>	<ul style="list-style-type: none"> a. Management Accounts submitted of years n-1 and n-2 in line with Schedule 2 of LN492.2001; b. Declaration by treasurer and another signatory that funds are available to match the private financing; c. If the private part is to be financed by a loan, a bank letter of intent or a bank sanction letter is to be provided; d. In case of NGOs to provide also IRD and SSC Declarations together with VAT Declarations (if available);
<p>VO s / NGO s Category 3 (where the total revenue for the last three last consecutive calendar years exceeds 200,000 euro)</p>	<ul style="list-style-type: none"> a. Audited financial statements of years n-1 and n-2 but if n-1 year audited accounts are not available, management accounts are to be provided (where n is current year) in line with Schedule 2 of LN 492.2001; b. Declaration by treasurer and another signatory that funds are available to match the private financing; c. If the private part is to be financed by a loan, a bank letter of intent or a bank sanction letter is to be provided; d. In case of NGOs to provide also IRD and SSC Declarations together with VAT Declarations (if available); e. Moreover, following the submission of a project proposal, FPD retains the right to consult with the Commissioner of VO s to ascertain that compliance with national laws is being observed;
<p>Local Councils</p>	<ul style="list-style-type: none"> a. Audited financial statements of years n-1 and n-2 but if n-1 year audited accounts are not available, management accounts are to be provided (where n is current year); b. Joint Declaration by Mayor and Executive Secretary of the local council, stating that the local council commits to its co-financing obligations; c. If the private part is to be financed by a loan, a bank letter of intent or a bank sanction letter should be presented; d. Moreover, following the submission of a project proposal, the MA retains the right to consult with the Director of Local Government to check that the co-financing as declared by Local Council is available/likely to be met. This assessment by the Director of Local Government will be made on the basis of the information provided by the Applicant.

SECTION 19 – CHECKLIST OF ATTACHMENTS

Applications will not be considered eligible to go through the assessment stage if they are not submitted upon the relevant Application Form, and which do not include the following Annexes:

1 Bound, Original, Signed, Dated and Stamped Application Form – Obligatory	<input type="checkbox"/>
1 Soft copy on USB flash drive (in both Word and PDF format) of the Application Form (including a scanned copy of any supporting documentation and annexes) - <i>Required</i>	<input type="checkbox"/>
Section 1.3 – Letter of Intent in case of partnership – <i>Required</i>	<input type="checkbox"/>
Section 1.4.2 – Organisational Framework (organigram) – <i>Required</i>	<input type="checkbox"/>
Section 2.2 – Official correspondence with the State Aid Monitoring Board – <i>Required</i>	<input type="checkbox"/>
Section 3.8 – Gantt Chart (if applicable)	<input type="checkbox"/>
Section 3.9 – Marketing strategy [market research and baseline] – <i>Required</i>	<input type="checkbox"/>
Section 3.10 – Draft programme/timetable (in the case of seminars/conferences) and Content (in the case of publications and audio-visual productions) - <i>Required</i>	<input type="checkbox"/>
Section 10.2.1 – Official Correspondence with the Planning Authority / Environment and Resources Authority (if applicable)	<input type="checkbox"/>
Section 17 – Declaration – Obligatory	<input type="checkbox"/>
Section 18 – Financial Capacity - <i>Required</i>	<input type="checkbox"/>
Annex I – VAT Form (if applicable) – <i>Required</i>	<input type="checkbox"/>
Add Supporting Documentation	<input type="checkbox"/>

For the application to be considered as complete, all attachments marked **obligatory** are to be submitted with the Application Form by the closing date of the application stage. The documents marked **required** are also needed but need not be made available by the closing date of the application stage. The Managing Authority will undertake a validity check following receipt of the application. Any required documentation not submitted with the application form shall have to be submitted by the applicant within **one week of the closing date**. Only complete applications will be considered by the Project Selection Committee.

Annex I - VAT Form

European Maritime and Fisheries Fund 2014 - 2020

Part I – Declaration by Beneficiary

1. Title of Operation

2. Beneficiary Organisation

3. Address of Beneficiary Organisation

4. Name of Legal Representative

5. VAT no. (if any)

6. Brief Description of the Operation

7. Does the organisation have any sales on which VAT is charged or zero rated sales (exempt with credit)?

Yes No

If **No**, the organisation has no right of recouping VAT from the VAT Department.

If **Yes**, please provide a short description of the sales on which VAT is charged.

8. Please identify whether the operation is directly related to the sales on which VAT is charged or to sales which are zero rated (exempt with credit).

Yes No Partial

If **Yes**, for this activity, the organisation would be considered as a taxable person with an obligation for article 10 registration and would have the right of full deduction of input VAT attributable to the project in terms of article 22 of the VAT Act (Cap. 406, Laws of Malta), provided that the operation would be entirely used for the purpose of such supplies.

If **No**, for this activity, the organisation would either be considered as a taxable person doing exempt without credit supplies or a non-taxable legal person with activities outside the scope of VAT and for which registration under article 10 is not required and whereby there would be no right of input VAT deduction under the VAT Act.

If **Partial**, for this activity, the organisation would be considered as a taxable person requiring article 10 registration and would have a partial right of input VAT deduction in terms of article 22 of the VAT Act.

I declare that the above mentioned information is correct.

Signature and stamp of
Beneficiary Organisation

Name of Legal
Representative

Date



Maritime and Fisheries Operational Programme 2014 – 2020
Part-financed by the European Union
European Maritime and Fisheries Fund
Co-financing rate: 75% European Union Funds; 25% National Funds



Investing in sustainable fisheries and aquaculture

Annex I - VAT Form

European Maritime and Fisheries Fund 2014 - 2020

For official use only:

Part II – Declaration by VAT Division

Based on the information reported by the Beneficiary in his declaration the VAT status of the beneficiary organisation vis-a-vis the activities envisaged under the operation is considered as:

Taxable person (right of full deduction)	<input type="checkbox"/>
Taxable person (partial right to deduct)	<input type="checkbox"/>
Taxable person (exempt with credit)	<input type="checkbox"/>
Taxable person (exempt without credit)	<input type="checkbox"/>
Non-taxable legal person (activities out of scope of VAT)	<input type="checkbox"/>

Signature and stamp of VAT
Department Representative

Name of VAT Department
Representative

Date



Maritime and Fisheries Operational Programme 2014 – 2020
Part-financed by the European Union
European Maritime and Fisheries Fund
Co-financing rate: 75% European Union Funds; 25% National Funds



Investing in sustainable fisheries and aquaculture