

12th Call for Project Proposals

European Refugee Fund (ERF)

Annual Programme 2012

GUIDANCE NOTE TO APPLICATION FORM

The Responsible Authority notifies that:-

A twelfth call for project proposals under European Refugee Fund is open. This call falls under the European Refugee Fund Annual Programme 2012. The closing date for the submission of project proposals is by **noon 6th September, 2013**. Interested applicants should download the application form and guidelines to beneficiaries from <http://www.fpd.gov.mt>

Applications are to be submitted in person, at the **Funds & Programmes Division, Parliamentary Secretariat for EU Presidency 2017 and EU Funds, Triq il-Kukkanja, Santa Venera SVR 1411**. To register for information session to be held on **Thursday 29th August, 2013** fill in the registration form downloadable from www.fpd.gov.mt and submit it by **Tuesday 27th August, 2013** to fpd.meaim@gov.mt



General Programme Solidarity & Management of Migration Flows
European Refugee Fund (ERF)

Co-financing rate: 75% EU Fund; 25% Beneficiary Funds

Sustainable Management of Migration Flows



These guidelines are intended to assist applicants understand the requirements for funding under the European Refugee Fund (ERF) and to enable eligible applicants to compile and submit project proposals.

Applicants are advised to familiarise themselves with these guidelines, particularly part 2, prior to the compilation of the application.

The ERF is a co-funded measure. The EU contribution must be complemented by funds from the prospective Beneficiary.

*Proposals submitted under this call for applications should be implemented until **30th June, 2014**.*

The guidelines, application form and all annexes are available to be downloaded from the Funds & Programmes website at <http://www.fpd.gov.mt>

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The following documents are available to download at:

<http://www.fpd.gov.mt>

- Council Decision 573/2007/EC
- Commission Decision 2008/22/EC
- Commission Decision 2009/533/EC
- Commission Decision 2010/163/EC
- Commission Decision C (2011) 1290 final of 3/3/2011
- EU Commission Strategic Guidelines (Priorities)
- EU Common Basic Principles
- EU Manual on Eligibility Rules v.4
- Manual of Procedures October, 2011 v.2

Part 1. Details of the Fund

1.1 Background to the Fund

Around 250,000 people apply for asylum in the EU each year. However, the number of applicants is not equally distributed among EU States. Some states face larger strains on their reception capacities and asylum systems due to the disproportionately large influxes of refugees into their territories. European solidarity with these EU states is ensured through practical cooperation, harmonisation of legislation and the European Refugee Fund (ERF) which was established by Council Decision 573/2007/EC as part of the General Programme Solidarity & Management of Migration Flows.

The ERF supports EU States' efforts in receiving refugees and displaced persons and in guaranteeing access to consistent, fair and effective asylum procedures. The Fund also supports resettlement programmes and actions related to the integration of persons whose stay is of a lasting and stable nature. Moreover, it provides for emergency measures to address sudden arrivals of large number of persons who may be in need of international protection, which place significant and urgent demands on EU States' reception facilities or asylum systems. The Fund is one of the four within the General Programme Solidarity & Management of Migration Flows. The three other Funds are the External Borders Fund (EBF), the European Return Fund (RF) and the European Fund for the Integration of Third-Country Nationals (IF).

1.2 Purpose of the Fund

The main objective of the ERF is to support and encourage the efforts made by the Member States in receiving and in bearing the consequences of receiving, refugees and displaced persons, taking account of Community legislation on those matters, by co-financing the actions provided for in EU Council Decision 573/2007/EC.

The Strategic Guidelines and Priorities laid down in Commission Decision (2007/815/EC) set out the framework for expenditure of the Fund.

Part 2. Eligibility

2.1 Eligible Applicant Groups

Applications are invited from Government Departments - Public Entities, Public Sector Organisations, Voluntary Organisations, Social Partners, Local Councils, private organisations and international organisations.

Partnership arrangements are encouraged from organisations that wish to work in partnership on a project. In the case of a partnership agreement, it will be necessary to have one lead applicant to assume lead responsibility for the overall

contractual and financial obligations of the project. In these situations only **one** project application should be submitted giving details of all the partner organisations.

Applications must contain written confirmation from each partner organisation outlining the organisations' proposed level of involvement in the project and the specific role they will play as part of the partnership, including details of financial inputs and other contributions. If successful, the lead applicant will be responsible for the fulfilment of its obligations and that of its partners.

Applicants may submit various project proposals under this call. A separate application should be submitted for each project proposal.

2.2 Eligible Target Groups, Article 6 of Council Decision 573/2007/EC

- a) Any third-country national or stateless person having the status defined by the Geneva Convention and who is permitted to reside as a refugee in one of the Member States;
- b) Any third-country nationals or stateless person enjoying a form of subsidiary protection within the meaning of Directive 2004/83/EC;
- c) Any third-country national or stateless person who has applied for one of the forms of protection described in points (a) and (b);
- d) Any third-country national or stateless person enjoying temporary protection within the meaning of Directive 2001/55/EC¹;
- (e) Any third-country national or stateless person who is being or has been resettled in a Member State.

2.3 Eligible Actions

Proposals are to be submitted under the following Priority Axis:-

Priority Axis 1 – Implementation of the principles and measures set in the Community Acquis in the field of asylum, including those related to integration objectives

Action 2: Integration: A strong aspect of facilitating integration of target groups and easing the difficulties in the interrelation between them and local society in general. The strategy to support the integration and interaction of asylum seekers/refugees/beneficiaries of subsidiary protection with the hosting society will aim at providing these persons with tools

¹ This Directive does not incorporate persons enjoying a "Temporary Humanitarian Protection Status" conferred by the Office of the Refugee Commissioner. Such persons are not eligible under this Fund.

supporting their self-sufficiency and maximising their skills, including in terms of contribution to and enrichment of the host society.

The activity being eligible for co-financing under Priority Axis 1 Action 2 is the following:²

Continued provision of educational services

2.4 Implementation Timeframe

The closing date of the projects should not exceed the eligibility period of the Annual Programme it pertains to. This call for proposals falls under Annual Programme 2012 which projects close on the 30th June 2014. Insofar the implementation of the projects co-financed under the 12th ERF Call should not exceed this date.

Timeframe	Tasks	Time scales/Completion dates
Stage 1: Call for proposals & Application Process	Launch of call for project proposals	19 th August 2013
	Deadline for applications	6 th September 2013 ³
	Appraisal of applications	Q4 2013
	Approval letters issued	Q4 2013
	Grant Agreements finalised	Q4 2013
Stage 2: Project Implementation	<ul style="list-style-type: none"> • Delivery of activities • RA (Thematic) Monitoring • Submission of FO2 forms • RA on the spot checks • RA supports to projects • Submission of interim reports • Project funding 	Q4 2013 onwards
Stage 3: Project Completion	<ul style="list-style-type: none"> • Final reporting on all implementation and financial aspects of the project • Finalising any legal aspects of the project • Submission of final report to RA 	Within 3 months of project end date
End of Eligibility period for selected projects		30 th June, 2014

2.5 Funding Availability

² Please refer to the ERF 2012 Annual Programme for further details on the purpose and scope of these activities and the expected quantified results and indicators.

³ A shorter duration of the call is being applied in order to allow sufficient time following the approval of the projects to be implemented.

Funding may be awarded within the following grant range:

A minimum grant (EU Co-financing 75%) of €10,000⁴

Note that the ERF is a co-funding measure. Hence it consists of:-

75% EU grant

25% Beneficiary's finances⁵

The financial support under the 2012 ERF allocation shall be provided on claims against expenditure basis. The purpose of grants awarded under the ERF is not to fund the ongoing operation of an organisation, but rather to provide a level of co-financing to that organisation in order to undertake specific actions particular to this Fund.

2.6 Eligible Expenditure

For costs to be considered eligible, they must comply with the Rules of Expenditure of the European Refugee Fund. Depending on the type of project proposal submitted, the following costs may be deemed eligible as per Manual of the Eligibility Rules of Costs reported for EU support in the context of the General Programme 'Solidarity & Management of Migration Flows' Version 4, 16 March, 2011.

	Cost Category	Eligible Costs	Requirements for Claims
A.	Staff Costs	<ul style="list-style-type: none"> • Costs of staff are only eligible for persons that have a key role in the project, such as project managers and other staff operationally involved in the project. Functions, number and names of staff have to be indicated. • The cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs is eligible, provided that these correspond to the Beneficiary's usual policy on remuneration. • For international organisations, the eligible staff cost may include provisions to cover statutory obligations and entitlements relating to remuneration. • The corresponding salary costs of staff of public bodies are eligible to the extent that they relate to the cost of activities which the relevant public body would not carry out if the project concerned were not undertaken; this staff shall be seconded or assigned to the implementation of the project by a written decision of the Final Beneficiary. • Only costs relating to staff on the Final Beneficiary's payroll or recorded in the accounts of the Final Beneficiary are 	Filled in 'Declaration on Staff Costs', time sheets and payslips.

⁴ The amount of €10,000 shall be considered equivalent to the 75% EC co-financing (A) plus €3,333 equivalent to 25% Beneficiary resources (B).
(A)+(B)=€13,333

⁵ In the case of government entities the 25% co-financing rate and any ineligible costs will be financed from National Funds. In the case of NGOs, VOs and other non-public organisations, the 25% co-financing rate and any other ineligible costs will be financed from their own finances.

		<p>eligible as direct costs under staff costs.</p> <ul style="list-style-type: none"> • Costs of operational and administrative staff are eligible as long as the concerned staff is participating in the project from an operational point of view or carrying out support and administrative tasks. • Costs of staff have to be linked with his/her time spent on the project. • Staff costs shall be detailed in the forward budget, indicating functions and number of staff 	
B.	Travel & Subsistence Costs	<ul style="list-style-type: none"> • Travel and subsistence costs are eligible as direct costs for staff or other persons who participate in the activities of the project and whose travel is necessary for the implementation of the project. • Travel costs shall be eligible on the basis of the actual costs incurred. Reimbursement rates shall be based on the cheapest form of public transport, and, flights shall, as a rule, be permitted only for journeys over 800km (return trip), or where the geographical destination justifies travelling by air. Where a private car is used, reimbursement is normally made either on the basis of the cost of public transport, or on the basis of mileage rates in accordance with published official rules in the Member State concerned or used by the Final Beneficiary. • Subsistence costs shall be eligible on the basis of real costs or a daily allowance. Where an organisation has its own daily rates (subsistence allowances), they shall be applied within ceilings established by the Member state in accordance with national legislation and practice. Subsistence allowances are normally understood to cover local transport (including taxis), accommodation, meals, local telephone calls and sundries. 	<p>Beneficiary has to provide as supporting evidence:</p> <ul style="list-style-type: none"> • The invitation of the seminar/training conference from the hosting agency. • The agenda of the seminar/training/conference • Relevant original boarding passes • Travel agency invoices and other supporting documents including receipts in case of reimbursement of real costs.
C.	Equipment	<ul style="list-style-type: none"> • Costs pertaining to the acquisition of equipment are only eligible if they are essential to the implementation of the project. Equipment shall have the technical properties needed for the project and comply with applicable norms and standards. • The choice between leasing, rental or purchase must always be based on the least expensive option. However, if leasing or renting is not possible because of the short duration of the project or the rapid depreciation in value, purchase is accepted. 	<p>The invoices and receipts in relation to purchase, renting/leasing of equipment must be produced to support the claim</p>

⁶ In order to calculate the depreciation rate, please refer to the method of calculation in Section 6.1.8 Manual of Procedures.

		<ul style="list-style-type: none"> • Expenditure in relation to renting and leasing operations is eligible for co-financing subject to the rules established in the Member States, national legislation and practice and the duration of the rental or lease for the purpose of the project. • Where equipment is purchased during the lifetime of the project, the budget must specify if the full costs or only the portion of equipment depreciation, corresponding to the duration of use for the project and the rate of actual use for the project, is included. The latter shall be calculated in compliance with the national rules applicable. • Equipment that was purchased before the lifetime of the project, but which is used for the purpose of the project, is eligible on the basis of depreciation. However these costs are ineligible if the equipment was originally purchased through a Community grant. • For individual items costing below Euro 20,000 the full purchase cost is eligible, provided that the equipment is purchased before the last three months of the project. Individual items costing Euro 20,000 or more, are only eligible on the basis of depreciation.⁶ 	
D.	Real Estate	<ul style="list-style-type: none"> • In the case of either purchase of real estate, construction or renovation of real estate, or rental of real estate, it shall have the technical properties needed for the project and comply with the applicable norms and standards. • Where the acquisition of real estate is essential for implementation of the project and is clearly linked with its objectives, the purchase of real estate, i.e. buildings already constructed, or construction of real estate, is eligible for co-financing under the conditions set out below, without prejudice to the application of stricter national rules: <ul style="list-style-type: none"> a) a certificate is obtained from an independent qualified valuer or duly authorised official body establishing that the price does not exceed the market value, either attesting that the real estate is in conformity with national regulations or specifying the points which are not in conformity that the final beneficiary plans to rectify as part of the project; b) the real estate has not been purchased through a Community grant at any time prior to the implementation of the project; c) the real estate is to be used solely for the purpose stated in the project; d) only the portion of the depreciation of buildings corresponding to the duration of 	The invoices and receipts in relation to carrying out the relevant works must be produced to support the claim.

		<p>use for the project and the rate of actual use for the project is eligible; depreciation shall be calculated according to national accounting rules.</p> <ul style="list-style-type: none"> • Subject to condition (c) in paragraph 1, the full cost of refurbishment, modernisation or renovating works to buildings is eligible up to a maximum value of EUR 100 000. Above this threshold, conditions (c) and (d) in paragraph 1 apply. • Rental of real estate is eligible for co-financing where there is a clear link between the rental and the objectives of the project concerned, under the conditions set out below and without prejudice to the application of stricter national rules: <ul style="list-style-type: none"> a) the real estate has not been purchased through a Community grant. b) The real estate is to be used solely for implementation of the project. If not, only the portion of the costs corresponding to the use for the project is eligible. 	
E.	Consumables, supplies and general services	<ul style="list-style-type: none"> • The costs of consumables, supplies and general services are eligible provided that they are identifiable and directly necessary for the implementation of the project. The term “consumables” refers to items which cannot be reused e.g. food items, otherwise they should be reported under indirect costs. 	The invoices and receipts in relation to the expenditure must be produced to support the claim.
F.	Subcontracting	<ul style="list-style-type: none"> • As a general rule, Final Beneficiaries must have the capacity to manage the projects themselves. The amount corresponding to tasks to be subcontracted under the project will have to be clearly indicated in the Grant Agreement. • Expenditure relating to the following subcontracts is not eligible for co-financing by the Fund:- <ul style="list-style-type: none"> a) subcontracting of tasks relating to the overall management of the project; b) subcontracting that adds to the cost of the project without adding proportionate value to it; c) subcontracting with intermediaries or consultants where payment is defined as a percentage of the total cost of the project, unless such payment is justified by the Final Beneficiary by reference to the actual value of the work or services provided. • For all subcontracts, subcontractors shall undertake to provide all audit and control bodies with all the necessary information relating to subcontracted activities. 	The invoices and receipts and a copy of the agreement with the subcontractor must be provided.
G.	Costs deriving directly from the requirements	<ul style="list-style-type: none"> • Costs needed to meet the requirements linked to Union co-financing, such as 	The invoices/receipts of these measures must be produced to

	linked to Union co-financing	publicity, transparency, evaluation of the project, external audit, bank guarantees, translation costs etc. are eligible as direct costs.	support the expenditure carried out.
H.	Expert fees	<ul style="list-style-type: none"> Legal consultancy fees, notarial fees and costs of technical and financial experts are eligible if they are directly linked to the project and necessary for its preparation and implementation. These should be a one-off expenditure and not re-current. 	The invoices/receipts must be produced to support the claim.
I.	Specific expenses in relation to target group	<ul style="list-style-type: none"> For the purpose of assistance, purchases made by the final beneficiary for the target groups and reimbursements by the final beneficiary of costs incurred by the target groups are eligible under the following specific conditions:- <ul style="list-style-type: none"> (a) the final beneficiary shall keep the necessary information and evidence during the period mentioned in Article 43 of the basic act that the persons receiving this assistance correspond to the target group defined in Article 6 of the basic act; (b) the final beneficiary must keep evidence for the support provided (such as invoices and receipts) during the period mentioned in Article 43 of the basic act that the persons have received this support. In case of actions which necessitates the attendance (for instance training course) of persons belonging to the target group, small cash incentives may be distributed as complementary help provided the total is not more than EUR 25 000 per project and is distributed per person for each event, course or other. The final beneficiary shall keep a list of the persons, time and date of payment and should ensure an adequate follow-up to avoid any double-financing and misuse of funds or persons. 	Information about target groups to show that they are eligible for assistance must be kept. Additionally, information about persons receiving assistance must be kept.
J	Indirect Eligible Costs	<ul style="list-style-type: none"> The eligible indirect costs for the action are those costs which, with due regard for the conditions of eligibility, are not identifiable as specific costs directly linked to performance of the project. The indirect costs incurred in carrying out the action may be eligible for flat rate funding fixed at not more than 7% of the total eligible direct costs. Organisations need to justify the requested rate of indirect costs and provide the methodology applied for calculating the claim for indirect costs as part of the organisation's administration expenditure. Organisations requesting indirect costs need to support their claim by providing proof of administrative costs claimed (eg. schedule as per latest audited accounts) and method and basis of apportionment. Organisations receiving an Operational 	Information and the invoices/receipts must be produced to support the claim.

		<p>grant from the Union budget cannot include indirect costs in their forward budget.</p> <ul style="list-style-type: none"> Organisations claiming indirect costs need also to attach a signed declaration stating that they are not receiving any Operational grant from the European Union budget. Partners may qualify to report indirect costs eligible for EU support even when the Final Beneficiary cannot (i.e. the Final Beneficiary has received an Operational grant covering 100% of its operating costs for the period of the project). However, indirect costs reported by the partners may not exceed the ceilings set per partner in the budget. 	
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2.7 Ineligible Expenditure

The following costs are not eligible:-

- a) VAT, except where the Final Beneficiary provides an official tax certificate stating that the entity cannot recover VAT;
- b) Return on capital, debt and debt service charges, debit interest, foreign exchange commissions and exchange losses, provisions for losses or potential future liabilities, interest owed, doubtful debts, fines, financial penalties, litigation costs, and excessive or reckless expenditure;
- c) Entertainment costs exclusively for project staff; only reasonable hospitality costs at social events justified by the project, such as an event at the end of the project or meetings of the project steering group, are permitted;
- d) Costs declared by the Final Beneficiary and covered by another project or work programme receiving a Community Grant;
- e) Purchase of land;
- f) Contributions in kind.⁷

2.8 State Aid

EU State Aid rules apply to projects under the General Programme Solidarity & Management of Migration Flows which involve any direct (or indirect) financial support from public resources (SOLID funds are considered to be public resources) to commercial enterprises or organisations (even if not commercial by their nature) carrying out an economic activity under Article 107 (ex-Article 87) of the Treaty on the Functioning of the European Union (TFEU)⁸, or if in some way the assistance involved distorts trade or threatens competition within the European Union.

⁷ Contributions in kind fall under ineligible costs and cover all goods, services and monies received without compensation. Such contributions may take the form of volunteer work, availability, donations, gifts, rewards, rebates, discounts and other type of price deduction.

⁸<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:115:0047:0199:EN:PDF>

Proposals involving state aid are not eligible under this call, however ALL applicants of SOLID funds assisted projects must ensure compliance with State Aid rules. **If the rules are breached (even after the project ends), any grant (even if already paid) may have to be recovered.** In this regard, early discussions with the State Aid Monitoring Board (SAMB) are encouraged to clear the State Aid position. Any evidence of correspondence between the applicant and SAMB should be attached to the Application Form. A declaration from the SAMB stating that the proposal does not involve state aid is to be annexed with the Application Form. The contact person within the State Aid Monitoring Board is:-

Dr Yana Haber
State Aid Monitoring Board,
St Calcedonious Square,
Floriana, FRN1530

Tel: 21252757
Email: yana.haber@gov.mt

Part 3. Application Process

3.1 Pre-application Information Session

To assist potential applicants in their knowledge of what is required in putting together an application and the significant requirements placed on organisation in managing ERF funding, an Information Session will be held during the call for proposal period. The Information Session will be held on 29th August 2013. Interested parties should submit their request for registration downloadable from www.fpd.gov.mt at fpd.meaim@gov.mt by the 27th August, 2013.

3.2 Applications

Application Forms, as well as these guidelines are available to download from <http://www.fpd.gov.mt>

Applications should be submitted upon the relevant Application Form, and include the following Annexes (where applicable).

CHECK-LIST	
The Responsible Authority requests 1 original spiral bound copy of the Project Application (each page initialised by the Project Leader, with signatures at the back page of the Project Leader and legal representative signed in blue ink), 5 spiral bound photocopies and a soft copy (on CD) of each Project Application and its annexes.	
1 spiral bound grant application in original form, duly completed and signed and initialised by the Project Leader with signatures at the back page of the Project Leader and legal representative signed in blue ink). (obligatory at application stage) – In case the Project Leader is still to be recruited /identified the legal representative is considered as the Project Leader.	<input type="checkbox"/>
5 spiral bound copies including the annexes (required at application stage)	<input type="checkbox"/>
Soft copy (on CD) of the Project Application and its annexes (required at application stage)	<input type="checkbox"/>
Annex I: Log frame on the implementation of the project (required at application stage)	<input type="checkbox"/>
Annex II: Financial Identification Form & Bank Details (not required in case of government bodies/required at application stage in case of VOs, NGOs and private entities – applicable also for partners)	<input type="checkbox"/>
Annex III: Declaration by Partner Organisation (one for each partner organisation) (required at application stage where applicable) Please indicate number _____	<input type="checkbox"/>
Annex IV: 'Detailed Budget Estimate Report' duly completed (Excel Format – including sub-worksheets) (obligatory at application stage)	<input type="checkbox"/>
Annex V: Legal Entity Form (not required in case of government bodies/required only for partners)	<input type="checkbox"/>
Annex VI: Declaration from the VAT Department (for entities who are claiming VAT as an eligible cost) stating that the organisation claiming VAT will not be recovering VAT for this particular project – applicable also for partners	<input type="checkbox"/>
Annex VII: Declaration from the head of the organisation stating that the organisation is not receiving an operational grant from the European Union budget (required only for partners)	<input type="checkbox"/>
Annex VIII: One copy of the Deed of Foundation/Statute/Articles of Association (not required in case of government bodies/required at application stage in case of VOs, NGOs and private entities – applicable also for partners)	<input type="checkbox"/>
Annex IX: Proof of Co-Financing: Audited accounts for 2012. In case these are not available, the organisation should submit the audited accounts for 2011 and the management accounts for 2012. (not required in case of government bodies/required at application stage in case of VOs, NGOs and private entities – required also for partners who are co-financing the project in case these are not government bodies)	<input type="checkbox"/>
Annex X: Proof of Co-Financing – Joint declaration by executive/head and treasurer/financial controller(required at application stage in case of VOs, NGOs and private entities – required also for partners who are co-financing the project in case these are not government bodies)	<input type="checkbox"/>
Annex XI: Copy of certificate of enrolment as a voluntary organisation (where applicable) or a copy of application and acknowledgement or exemption from relevant authorities (not required in case of government bodies/required at application stage in case of VO's, NGOs and private entities – required also for partners)	<input type="checkbox"/>

Annex XII: Europass CV of Project Leader (required at application stage). CV of the Legal representative is required in case Project Leader has not been recruited/ appointed at application stage.	<input type="checkbox"/>
Annex XIII: Organigram/Organisation Chart of the Administration Structure of the proposed project (required at application stage)	<input type="checkbox"/>
Annex XIV: Other supporting documentation:- _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Applicants are advised that any misleading statements or information (whether deliberate or accidental), given at any stage during the application process could render the application invalid.

Canvassing will disqualify the application.

For further information or clarification in relation to these guidelines, please contact the RA on 22001114 or fpd.meaim@gov.mt You can also register for the information session to be held on the 29th August 2013 via email on fpd.meaim@gov.mt or download the registration form from www.fpd.gov.mt Submissions will be received till the 27th of August 2013.

For the application to be considered as complete, all attachments marked required are to be submitted with the Application Form. The Responsible 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.

3.3 Eligibility Criteria

A proposal must meet all the criteria listed below in order to be eligible under this call for proposals.

1. The application must be submitted by the deadline defined in the call;
2. The application submitted must be complete⁹;
3. The applicant and its partner/s shall be an eligible applicant;
4. The applicant and its partner/s must declare to implement the project respecting the non-profit principle as laid down in Article 14 (2) of the Basic Act;

⁹ For the application to be considered as complete, all attachments marked required are to be submitted with the Application Form. The Responsible 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.

5. The proposed action has a duration that does not exceed the implementation period of AP 2012 ie. completed by the 30th June, 2014;
6. The objective(s) of the proposed action correspond(s) to the relevant objectives defined under the actions of the 2012 ERF Annual Programme;
7. Provide proof of co-financing (where applicable);
8. Address at least one of the indicator in the relative key action of the ERF Multi Annual Programme downloadable from www.fpd.gov.mt;
9. Project remit in line with the mandate of the Beneficiary; and
10. The action does not involve state aid.

3.4 Selection (Award) Criteria

Projects that meet the validity check¹⁰ shall proceed to an eligibility assessment and to the selection/award phase and will be assessed and ranked on the basis of the selection/award criteria listed below. Proposals must obtain at least 50% of the total available points in order to qualify for funding. Funding will be awarded to proposals with the highest scores in order of merit to the extent of available budget for this call. Any projects that make the pass-mark but for which there is no budget available, will be placed on a reserve list which will be approved for implementation should additional budget become available throughout the lifetime of the Programme.

<i>a) Relevance and sustainability</i>	<ul style="list-style-type: none"> ❖ Does the proposal address an existing EU-relevant challenge? ❖ Does the applicant demonstrate a clear understanding of the context and of the challenge that the organisation is planning to address? ❖ Does the proposal add value in relation to previous projects of similar nature? ❖ Are the proposed activities adequately justified and designed to address the issue and to achieve the stated objectives?
<i>b) Quality of the proposed action</i>	<ul style="list-style-type: none"> ❖ How well is the proposal prepared in terms of information (qualitative and quantitative) provided, clarity of action, work-plan, implementation period? ❖ Is the proposed action feasible in terms of the budget (eg. has market research been undertaken)?
<i>c) Quality of Partnership</i>	<ul style="list-style-type: none"> ❖ Does the proposal include appropriate involvement of relevant stakeholders? Applicants will gain marks for a more inclusive proposal (inclusion of relevant partners active in the sector)
<i>d) Capacity of the Project Leader to implement the activities proposed</i>	<ul style="list-style-type: none"> ❖ Does the Project Leader have sufficient experience in project management? ❖ How well is the Project Leader versed with EU funding rules? ❖ Is the experience of the Project Leader in the field of migration substantial?
<i>e) Results and Indicators</i>	<ul style="list-style-type: none"> ❖ Does the proposal identify quantifiable results? ❖ Does the proposal address more than one indicator?
<i>f) Cost effectiveness</i>	<ul style="list-style-type: none"> ❖ What is the added value of the project?

¹⁰ For the application to be considered as complete, all attachments marked required are to be submitted with the Application Form. The Responsible 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.

	<ul style="list-style-type: none"> ❖ Is the proposed expenditure justified and does it address the objectives proposed? ❖ How cost effective is the forwarded proposal? ❖ Does the proposal addresses cost reduction through effective procurement?
<i>g) Dissemination of project results¹¹</i>	<ul style="list-style-type: none"> ❖ Does an appropriate plan exist for the dissemination of results and knowledge transfer? ❖ Does an appropriate strategy exist for publicity and visibility of the EU funding to a broad audience?
<i>h) Complementarity with other actions funded by the EU or national programmes</i>	<ul style="list-style-type: none"> ❖ The extent to which the project is compatible with existing national policies in the area of integration and social inclusion; ❖ The extent to which the project complements other actions funded by the general budget of the EU or as part of national programmes; ❖ The extent to which the proposal addresses the specific priorities identified in the European Commission Decision adopting the strategic guidelines; ❖ The extent to which the requested budget is in accordance with the objectives and activities of the Fund; ❖ The extent to which the forecasted expenditure is in accordance with the eligibility of expenditure under the Fund; ❖ The extent to which the forecasted expenditure is realistic vis a vis the plan of action in the project proposal ❖ Avoidance of duplication of effort with existing projects or services in the relevant geographical area
<i>i) Readiness</i>	<ul style="list-style-type: none"> ❖ How ready the project is to start: (have tenders/request for quotations been launched)? ❖ Have participants been identified? ❖ Have the relevant partners identified their respective roles and functions? ❖ Is there anything hindering the start of implementation? ❖ Are the necessary resources and processes available to the RA to ensure a proper technical evaluation of proposals? ❖ Are the actors involved properly trained and knowledgeable and the objectives of the fund?

3.5 Assessment Stages

These are stages that applications undergo in order to determine a list of successful applicants who will be awarded grants under the ERF. These are:-

¹¹ In order to meet the requirements of the Regulations, beneficiaries of the IF must ensure that adequate publicity is given to the project. Materials used by the beneficiary and major correspondence, including contracts signed with third parties must include acknowledgement of support as detailed in the chapter 'Information & Publicity' in the Manual of Procedures. Any publicity material, for example, advertisements, billboards and information leaflets about these projects must acknowledge the IF support. Publicity of individual projects must be incorporated into the project budget. In this section, the applicant should indicate the publicity that will be given to the project. The Beneficiary should note that publicity may only be used to increase awareness of what EU funds are used for (project specific) and not for the promotion/marketing services or infrastructure.

- Acknowledgement of the application;
- Validity check¹²;
- Eligibility, Assessment/Evaluation by the Projects Selection Committee based on the appraisal criteria outlined above;
- This procedure may entail clarifications from the applicant organisation;
- On completion of the rating and ranking procedures, a list of successful applications shall be presented to the Head RA;
- The RA notify all applicants of the outcome of their applications;
- Where a proposal has been approved for co-financing, RA will deal with all aspects of the delivery of the Grant Agreement with the Beneficiary. This will involve the offer of a contract, financial transfers and the monitoring of performance and expenditure.

Upon submission of application forms, an acknowledgement listing which documents were received shall be endorsed by both the RA and the applicant. The applicant shall retain the original acknowledgement whilst the RA is to file a copy of the acknowledgement.

3.6 Confidentiality

The RA and the applicant will undertake to preserve the confidentiality of any document, information, data or other material communicated to them in whatever medium including electronically and orally, in confidence, where disclosure of same could harm the other party.

However, applicants are reminded that the information supplied on any application form may be made available on request, in accordance with the RA obligations under law.

Information provided in the application forms is necessary in order to assess a proposal and this information will be processed solely for that purpose by the Responsible Authority. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with the Data Protection Act. Any queries regarding Data Protection matters should be brought to the attention of the Data Controller within the Permanent Secretariat EU Funds. The officer in charge, can be contacted by email on: datapro-ppcd.meaim@gov.mt

Applicants are asked to consider if any of the information submitted in applying for funding under the ERF, should not be disclosed because of sensitivity. If this is the case, applicants should state when providing the information, identify and specify the reasons for its sensitivity. The RA will consult with the applicant about such sensitive information before making a decision on any request received by either or both.

¹² For the application to be considered as complete, all attachments marked required are to be submitted with the Application Form. The Responsible 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.