

10th Call for Project Proposals

European Refugee Fund (ERF)

Annual Programme 2012

GUIDANCE NOTE TO APPLICATION FORM

The Responsible Authority notifies that:-

A tenth 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 28th March, 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, Triq il-Kukkanja SVR 1411**



General Programme Solidarity & Management of Migration Flows

European Refugee Fund (ERF)

Project proposal to be part-financed by the European Union

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



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 573/2007EC
- Commission Decision 2008/22/EC
- Commission Decision 2009/533/EC
- Commission Decision 2010/163/EC
- Commission Decision 2010/173/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 the Member States - Public Entities, Public Sector Organisations, Voluntary Organisations, Social Partners, Local Councils, private organisations and international organisations.

Partnership arrangements are encouraged from organisations who 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.

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.

2.3 Eligible Actions

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

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

The actions being eligible under the ERF 10th Call are:

- Action 1 - Reception Conditions: In line with the Reception Conditions Directive (2003/9/EC), the Government of Malta aims at continuing to enhance the necessary resources to be able to continue to offer and improve the standard of accommodation to those with a justified claim for asylum. The strategy in this respect has to be a combination of actions that assist daily management, together with investment for the longer-term.

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

➤ Activity 2 - Provision of material aid in the centres

- 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 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:³

➤ Activity 5 - Continued provision of educational services

2.4 Specific Priorities

According to Commission Decision of 29 November 2007 implementing Decision No 573/2007/EC of the European Parliament and of the Council as regards the adoption of the Strategic Guidelines 2008 to 2013, Priority Axis 1 entails the following two Specific Priorities:

Specific Priority 1.1 - Actions aimed at taking into account the special needs of vulnerable people, notably unaccompanied minors, and more specifically measures aimed at improving the definitions and procedures applied by Member States to identify the more vulnerable asylum seekers and to provide an appropriate response to such needs.

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 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.

Specific Priority 1.2 - Actions improving the identification of persons in need of international protection and/or the processing of their applications at the borders, notably by the development of specific training programmes.

These two Specific Priorities explicitly pinpoint two particular fields of the European migration policy falling under Priority Axis 1 to which attention must be highly awarded by the Member-States. In consequence to this, albeit the non-binding nature of the Specific Priorities, the RA highly recommends that the proposed projects address these Specific needs, particularly Specific Priority 1.1.

2.5 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 closes on the 30th June 2014. Insofar the implementation of the projects co-financed under the 10th ERF Call should not exceed this date.

Timeframe	Tasks	Time scales/Completion dates
Stage 1: Call for proposals & Application Process	Call for project proposals	14 th February 2013
	Deadline for applications	28 th March 2013
	Appraisal of applications	Q2 2013
	Grant Agreements issued	Q2 2013
	Grant Agreements returned & finalised	Q2 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 	Q2 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

2.6 Funding Availability

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 finances

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.

2.7 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 eligible as direct costs under staff costs. • Costs of operational and administrative 	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

		<p>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.</p> <ul style="list-style-type: none"> • 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. • Expenditure in relation to renting and leasing operations is eligible for co-financing subject to the rules established in 	<p>The invoices and receipts in relation to purchase, renting/leasing of equipment must be produced to support the claim</p>

⁵ In order to calculate the depreciation rate, please refer to the method of calculation in Section 6.1.8 Manual of Procedures.

		<p>the Member States, national legislation and practice and the duration of the rental or lease for the purpose of the project.</p> <ul style="list-style-type: none"> • 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.⁵ 	
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 use for the project and the rate of actual use for the project is eligible; depreciation shall be calculated according to national 	The invoices and receipts in relation to carrying out the relevant works must be produced to support the claim.

		<p>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 linked to Union co-financing	<ul style="list-style-type: none"> • Costs needed to meet the requirements linked to Union co-financing, such as publicity, transparency, evaluation of the project, external audit, bank guarantees, translation costs etc. are eligible as direct 	The invoices/receipts of these measures must be produced to support the expenditure carried out.

		costs.	
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 third-country nationals falling within the scope of the IF	<ul style="list-style-type: none"> For the purpose of assistance, purchases made by the Final Beneficiary for third-country nationals falling within the scope of the Fund as defined in the Basic Act and reimbursements by the Final Beneficiary of costs incurred by these persons are eligible under the following specific conditions:- <ul style="list-style-type: none"> a) the Final Beneficiary shall keep the necessary information and evidence that the third-country nationals receiving this assistance fall within the scope of the Fund as defined in the Basic Act for the requisite period as per Article 41 of the Basic Act; b) the Final Beneficiary must keep evidence of the support provided to the third-country nationals (such as invoices and receipts) during the period provided for in Article 41 of the Basic Act. In case of actions which necessitates the attendance (for instance training course) of persons falling within the scope of the Fund, 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 persons, time and date of payment and shall ensure an adequate follow-up to avoid any double-financing and misuse of funds 	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 	Information and the invoices/receipts must be produced to support the claim.

		<p>apportionment.</p> <ul style="list-style-type: none"> • Organisations receiving an Operational grant from the Union budget cannot include indirect costs in their forward budget. • 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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2.8 Ineligible Expenditure

The following costs are not eligible:-

- VAT, except where the Final Beneficiary provides an official tax certificate stating that the entity cannot recover VAT;
- 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;
- 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;
- Costs declared by the Final Beneficiary and covered by another project or work programme receiving a Community Grant;
- Purchase of land;
- Contributions in kind.

2.9 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)⁶, or if in some way the assistance involved distorts trade or threatens competition within the European Union.

⁶<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 28th February 2013. Interested parties should submit their request for registration downloadable from www.fpd.gov.mt at fpd.opm@gov.mt by the 26th February, 2013.

3.2 Applications

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

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:

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 – in Word and Excel format) of each Project Application and its annexes.	
1 spiral bound grant application in original form, duly completed and signed and initialised in original by the person authorised to enter into legally binding commitments on behalf of the applicant (each page initialised and signatures required) (obligatory at application stage)	<input type="checkbox"/>
5 spiral bound copies including the annexes (obligatory at application stage)	<input type="checkbox"/>
Soft copy (on CD –in Word and Excel format) of the Project Fiche and its annexes (obligatory at application stage)	<input type="checkbox"/>
Annex I: Log frame on the implementation of the project (obligatory at application stage)	<input type="checkbox"/>
Annex II: Financial Identification Form & Bank Details (not obligatory in case of government bodies/obligatory 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) (obligatory at application stage where applicable) Please indicate number _____	<input type="checkbox"/>
Annex IV: 'Detailed Budget Estimate Report' duly completed (Excel Format) (obligatory at application stage)	<input type="checkbox"/>
Annex V: Legal Entity Form (not obligatory in case of government bodies/obligatory at application stage in case of VOs, NGOs and private entities – applicable also 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 (not obligatory in case of government bodies/obligatory at application stage in case of VOs, NGOs and private entities – applicable also for partners)	<input type="checkbox"/>
Annex VIII: One copy of the Deed of Foundation/Statute/Articles of Association (not obligatory in case of government bodies/obligatory 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, the management accounts for 2012 and a written justification. (not obligatory in case of government bodies/obligatory at application stage in case of VOs, NGOs and private entities – applicable also for partners who are co-financing the project)	<input type="checkbox"/>
Annex X: Proof of Co-Financing – Joint declaration by executive/head and treasurer/financial controller (not obligatory in case of government bodies/obligatory at application stage in case of VOs, NGOs and private entities – applicable also for partners who are co-financing the project)	<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 obligatory in case of government bodies/obligatory at application stage in case of VO's, NGOs and private entities – applicable also for partners)	<input type="checkbox"/>
Annex XII: Europass CV of Project Leader (obligatory at application stage)	<input type="checkbox"/>
Annex XIII: Organigram/Organisation Chart of the Administration Structure of the proposed project (obligatory 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 fpd.opm@gov.mt

Every proposal submitted within the time-frame indicated in the advert will be checked for completeness and in case of irregularities, it will be referred back to the applicants. **No applications will be considered after the closing date of the call for proposals.**

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 complete;
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;
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;
8. Address at least one of the indicator in the relative key action of the ERF Multi Annual Programme;
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 check 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 activated should additional budget become available throughout the lifetime of the Programme.

a) <i>Relevance and justification of the proposed action</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?
b) <i>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)?
c) <i>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)
d) <i>Results & Indicators</i>	<ul style="list-style-type: none"> ❖ Does the proposal identify quantifiable results? ❖ Does the proposal address more than one indicator?
e) <i>Strategies for dissemination and publicity⁷</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?
f) <i>Complementarity with other actions – national EU funded</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;

⁷ In order to meet the requirements of the Regulations, beneficiaries of the ERF 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.

<p><i>or other resources</i></p>	<ul style="list-style-type: none"> ❖ 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
<p><i>g) Readiness</i></p>	<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:-

- Acknowledgement of the application;
- Validity check;
- 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.opm@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.