

**1<sup>st</sup> Call for Project Proposals**  
**Asylum, Migration and Integration Fund**

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**GUIDANCE NOTE TO APPLICATION FORM**

The Responsible Authority notifies that:-

The first call for project proposals under the Asylum, Migration and Integration Fund is open. This call falls under the National Objective of Return Measures within the Fund. The closing date for the submission of project proposals is by **noon 27<sup>th</sup> November 2015**. Interested applicants should download the application form and guidelines to beneficiaries from <http://eufunds.gov.mt>

Applications are to be submitted in person, at the **Funds & Programmes Division, Triq il-Kukkanja, Santa Venera SVR 1411**.

An information session on the call will be held on **Wednesday 11<sup>th</sup> of November** in the morning fill in the registration form at <http://www.eufunds.gov.mt> and submit it by **Friday 6<sup>th</sup> November\*** to [fd.meaim@gov.mt](mailto:fd.meaim@gov.mt)

*\*Deadline extended to Monday 9<sup>th</sup> November.*



**Asylum, Migration and Integration Fund**  
Return Measures  
Project proposal to be part-financed by the European Union  
Co-financing rate: 75% EU Funds; 25% Beneficiary Funds



*These guidelines are intended to assist applicants understand the requirements for funding under the Asylum, Migration and Integration Fund 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 Return Measures 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 between 1<sup>st</sup> January 2014 and 31<sup>st</sup> December 2022.*

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

## Contents of the Guidelines

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<b>Part 1. Details of the Fund</b> .....	<b>4</b>
1.1 Background to the Fund.....	4
1.2 Purpose of the Fund in relation to Return Measures .....	4
<b>Part 2. Eligibility</b> .....	<b>5</b>
2.1 Objective of this Call for Applications .....	5
2.2 Eligible Applicant Groups .....	5
2.3 Eligible Target Groups, Article 7 of Council Decision 575/2007/EC .....	5
2.4 Eligible Actions Article 12 of Regulation (EU) 516/2014 .....	6
2.5 Implementation Timeframe.....	6
2.6 Funding Availability .....	7
2.7 Eligible Expenditure.....	7
2.8 Ineligible Expenditure.....	7
2.9 State Aid .....	8
<b>Part 3. Application Process</b> .....	<b>8</b>
3.1 Pre-application Information Session .....	8
3.2 Applications .....	8
3.3 Eligibility Criteria .....	10
3.4 Selection (Award) Criteria .....	11
3.5 Assessment Stages .....	12
3.6 Confidentiality .....	13

The following documents are available to download at:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Migration%20Funds/Pages/AMIF-2014-2020.aspx>

- Regulation (EU) No 516/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Asylum, Migration and Integration Fund
- Regulation (EU) No 514/2014 of the European Parliament and of the Council of 16 April 2014 laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument for financial support for police cooperation, preventing and combating crime, and crises management
- Commission Delegated Regulation (EU) No 1048/2014 laying down information and publicity measures for the public and information measures for beneficiaries pursuant to Regulation (EU) No 514/2014 of the European Parliament and of the Council laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument of financial support for police cooperation, preventing and combating crime, and crises management

## **Part 1. Details of the Fund**

### **1.1 Background to the Fund**

The Asylum, Migration and Integration Fund (AMIF) for the period between 2014 – 2020 was set up with the general objective of contributing to the efficient management of migration flows and to the implementation, strengthening and development of the common policy on asylum, subsidiary protection and temporary protection and the common immigration policy, while fully respecting the rights and principles enshrined in the Charter of Fundamental Rights of the European Union.

As outlined in Regulation (EU) No 516/2014 which establishes the Asylum, Migration and Integration Fund the Fund is meant to express solidarity through financial assistance to Member States in the fields of asylum and immigration. This in turn should enhance the effective management of migration flows to the Union in areas where the Union adds maximum value, in particular by sharing responsibility between Member States and by sharing responsibility and strengthening cooperation with third countries.

As part and parcel to the general objective outlined above, the Fund will contribute to four common specific objectives, that is the strengthening and development of all aspects of the Common European Asylum System, including its external dimension; to support legal migration to the Member States in accordance with their economic and social needs, such as labour market needs, while safeguarding the integrity of the immigration systems of Member States, and to promote the effective integration of third-country nationals; enhance fair and effective return strategies in the Member States which contribute to combating illegal immigration, with an emphasis on sustainability of return and effective readmission in the countries of origin and transit; and enhance solidarity and responsibility-sharing between the Member States, in particular towards those most affected by migration and asylum flows, through practical cooperation.

### **1.2 Purpose of the Fund in relation to Return Measures**

As outlined above it is therefore one of the aims of the Fund to continue to support and encourage efforts by the Member States to improve the management of the return of third country nationals in all its dimensions, with a view to the continuous, fair and effective implementation of common standards on return, in particular as set out in Directive 2008/115/EC of the European Parliament and of the Council<sup>1</sup>. The Fund is meant also to promote the development of return strategies at national level within the concept of integrated return management, and also measures supporting their effective implementation in third countries. In view of this Regulation (EU) No 516/2014 encourages Member States to give preference to voluntary return, whereby persons, including persons who wish to be returned even though they are under no

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<sup>1</sup> Directive 2008/115/EC of the European Parliament and of the Council of 16 December 2008 on common standards and procedures in Member States for returning illegally staying third country nationals (O) L 348, 24.12.2008, p.98)>

obligation to leave the territory, are given incentives to take up voluntary return. The Fund therefore supports specific measures for returnees in the country of return, in order to ensure their effective return to their town or region of origin under good conditions and to enhance their durable reintegration into their community.

## **Part 2. Eligibility**

### **2.1 Objective of this Call for Applications**

This Call for Applications is meant to address Voluntary Return as one of the return measures outlined in the AMIF National Programme.

### **2.2 Eligible Applicant Groups**

Applications are invited from the Government departments, public entities, international organisations, social partners, non-governmental organisations and voluntary organisations working in the field of migration.

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.**

### **2.3 Eligible Target Groups, Article 7 of Council Decision 575/2007/EC**

The target group eligible for funding under Return Measures is comprised of the following categories:

- a) Third – country nationals who have not yet received a final negative decision in relation to their request to stay, their legal residence and/ or international protection in a Member State, and who may choose to make use of voluntary return;
- b) Third - country national enjoying the right to stay, legal residence and / or international protection within the meaning of Directive 2011/95/EU, or temporary protection within the meaning of Directive 2001/55/EC in a Member State, and who have chosen to make use of voluntary return;

Third-country national means any person who is not a citizen of the Union within the meaning of Article 17(1) of the Treaty.

## 2.4 Eligible Actions Article 12 of Regulation (EU) 516/2014

In relation to the Return Measure in question, the Fund shall support, in particular, the following actions:

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- (a) Cooperation within the consular authorities and immigration services of third countries with a view to obtaining travel documents, facilitating repatriation and ensuring readmission;
- (b) Assisted voluntary return measures, including medical examinations and assistance, travel arrangements, financial contributions and pre- and post- return counselling and assistance;
- (c) Measures to launch the progress of reintegration for the returnee's personal development, such as cash-incentives training, placement and employment assistance and start-up support for economic activities;
- (d) Facilities and services in third countries ensuring appropriate temporary accommodation and reception upon arrival;
- (e) Specific assistance for vulnerable persons.

## 2.5 Implementation Timeframe

The closing date of the projects should not exceed the timeframe indicated in article 17(3)(b) of Regulation 514/2014 which provides that expenditure shall be eligible for support under the Specific Regulations if it has been incurred by a Beneficiary between 1 January 2014 and 31 December 2022.

Timeframe	Tasks	Time scales/Completion dates
<b>Stage 1:</b> Call for proposals & Application Process	Call for project proposals	2 <sup>nd</sup> November 2015
	Deadline for applications	27 <sup>th</sup> November 2015
	Appraisal of applications	1 <sup>st</sup> Quarter 2016
	Grant Agreements issued	1 <sup>st</sup> Quarter 2016
	Grant Agreements returned & finalised	1 <sup>st</sup> Quarter 2016
<b>Stage 2:</b> Project Implementation	<ul style="list-style-type: none"> <li>• Delivery of activities</li> <li>• RA (Thematic) Monitoring</li> <li>• Submission of payments</li> <li>• RA on the spot checks</li> <li>• RA supports to projects</li> <li>• Submission of interim reports</li> <li>• Project funding</li> </ul>	As per Grant Agreement
<b>Stage 3:</b> Project Completion	<ul style="list-style-type: none"> <li>• Final reporting on all implementation and financial aspects of the project</li> </ul>	Within 3 months of project end date

	<ul style="list-style-type: none"> <li>• Finalising any legal aspects of the project</li> <li>• Submission of final report to RA</li> </ul>	
<b>End of Eligibility period for selected projects</b>	As specified in article 17(3)(b) of Regulation 514/2014 that is until 31 <sup>st</sup> December 2022	

## 2.6 Funding Availability

Note that the Asylum, Migration and Integration Fund is a co-funding measure. Hence each payment consists of:-

75% EU grant<sup>2</sup>

25% Beneficiary's finances

The financial support under the Asylum, Migration and Integration Fund shall be provided whenever the expenditure is within the scope of the Specific Regulation and its objective and as outlined in the National Programme. The expenditure is deemed needed to carry out the activities covered by the project concerned, are reasonable, and comply with the principles of sound financial management, in particular value for money and cost-effectiveness. Expenditure included in payment requests from the Beneficiary to the Responsible Authority should be supported by invoices or accounting documents of equivalent probative value, unless other forms of support is utilised by the RA as identified in article 18 of EU Regulation No 514/2014.

## 2.7 Eligible Expenditure

For costs to be considered eligible, they must comply with the Rules of Expenditure of the Asylum, Migration and Integration Fund as outlined in the Eligibility Rules uploaded at the following link:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Migration%20Funds/Pages/AMIF-2014-2020.aspx>

## 2.8 Ineligible Expenditure

The following costs are not eligible as per article 19 of Regulation (EU) 514/2014:-

- interest on debt;
- the purchase of land not built upon;
- the purchase of land built upon, where the land is necessary for the implementation of the project, in an amount exceeding 10% of the total eligible expenditure for the project concerned;
- value added tax (VAT), except where it is non-recoverable under national VAT law.

<sup>2</sup> As per article 16 of Regulation (EU) No 514/2014, the contribution from the Union budget may be increased to 90% in exceptional duly justified circumstances, for example when, due to economic pressure on the national budget, projects would otherwise not be implemented and the objectives of the national programme would not be achieved

## 2.9 State Aid

EU State Aid rules apply to projects under the Asylum, Migration and Integration Fund 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)<sup>3</sup>, or if in some way the assistance involved distorts trade or threatens competition within the European Union.

**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](mailto:yana.haber@gov.mt)

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## 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 the organisation in managing EU funding, an Information Session will be held during the call for proposal period. The Information Session will be held on Wednesday 11<sup>th</sup> November in the morning. Further details will be posted on the RA's website.

### 3.2 Applications

Application Forms, as well as these guidelines are available to download from <http://eufunds.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:

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<sup>3</sup><http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:115:0047:0199:EN:PDF>

## CHECK-LIST

**The Responsible Authority requests 1 original spiral bound copy of the application form (each page initialised, with signatures of the legal representative signed in blue ink), 1 spiral bound photocopy and a soft copy (on CD) of each application and its annexes.**

1 spiral bound grant application in original form, duly completed and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant (each page initialised and signatures required) ( <b>obligatory at application stage</b> )	<input type="checkbox"/>
1 spiral bound copy including the annexes ( <b>required at application stage</b> )	<input type="checkbox"/>
Soft copy (on CD – preferably in word and PDF format) of the application form and its annexes ( <b>required at application stage</b> )	<input type="checkbox"/>
<b>Annex I:</b> Log frame on the implementation of the project ( <b>required at application stage</b> )	<input type="checkbox"/>
<b>Annex II:</b> Financial Identification Form & Bank Details ( <b>not required in case of government bodies/required at application stage in case of VOs, NGOs and private entities – applicable also for partners</b> )	<input type="checkbox"/>
<b>Annex III:</b> Declaration by Partner Organisation (one for each partner organisation) ( <b>required at application stage where applicable</b> ) Please indicate number _____	<input type="checkbox"/>
<b>Annex IV:</b> 'Detailed Budget Estimate Report' duly completed (Excel Format – including sub-worksheets) ( <b>obligatory at application stage</b> )	<input type="checkbox"/>
<b>Annex V:</b> 'Timescale' duly completed (Excel Format ) ( <b>obligatory at application stage</b> )	<input type="checkbox"/>
<b>Annex VI:</b> Legal Entity Form ( <b>not required in case of government bodies/required at application stage in case of VOs, NGOs and private entities – applicable also for partners</b> )	<input type="checkbox"/>
<b>Annex VII:</b> 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 – <b>applicable also for partners</b> ) – <b>required at application stage</b>	<input type="checkbox"/>
<b>Annex VIII:</b> Declaration from the head of the organisation stating that the organisation is not receiving an operational grant from the European Union budget ( <b>required only for partners</b> )	<input type="checkbox"/>
<b>Annex IX:</b> One copy of the Deed of Foundation/Statute/Articles of Association ( <b>not required in case of government bodies/required at application stage in case of VOs, NGOs and private entities – applicable also for partners</b> )	<input type="checkbox"/>
<b>Annex X:</b> Proof of Co-Financing: Audited accounts for 2014. In case these are not available, the organisation should submit the audited accounts for 2013, the management accounts for 2014 and a written justification. ( <b>not required in case of government bodies/required at application stage in case of VOs, NGOs and private entities – applicable also for partners who are co-financing the project</b> )	<input type="checkbox"/>
<b>Annex XI:</b> Proof of Co-Financing – Joint declaration by executive/head and treasurer/financial controller( <b>not required in case of government bodies/required at application stage in case of VOs, NGOs and private entities – applicable also for partners who are co-financing the project</b> )	<input type="checkbox"/>
<b>Annex XII:</b> Copy of certificate of enrolment as a voluntary organisation (where applicable) or a copy of application and acknowledgement ( <b>not required in case of government bodies/required at application stage in case of VO's, NGOs and private entities – applicable also for partners</b> )	<input type="checkbox"/>

<b>Annex XIII: Europass</b> CV of Project Leader. The CV of the Legal Representative is required in case the Project leader has not as yet been recruited or assigned at application stage <b>(required at application stage)</b> . <sup>4</sup>	<input type="checkbox"/>
<b>Annex XIV:</b> Organigram/Organisation Chart of the Administration Structure of the proposed project <b>(required at application stage)</b>	<input type="checkbox"/>
<b>Annex XV:</b> Correspondence with the State Aid Monitoring Board on the project proposal as per Part 11 of the Application Form <b>(required at application stage)</b>	<input type="checkbox"/>
<b>Annex XVI:</b> 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.meaim@gov.mt](mailto:fpd.meaim@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.**

**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 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 complete;
3. The applicant and its partner/s shall be an eligible applicant;

<sup>4</sup> <http://europass.cedefop.europa.eu/mt/documents/curriculum-vitae>

4. The applicant and its partner/s must declare to implement the project respecting the non-profit principle. As provided in Regulation (EU) No 514/2014, net revenue directly generated by a project during its implementation which has not been taken into account at the time of approval of the project shall be deducted from the eligible expenditure of the project at the latest in the final payment request submitted by the beneficiary.
5. The proposed action has a duration that does not exceed the implementation period of the AMIF Programme i.e. 31 December 2022.
6. The objective(s) of the proposed action correspond(s) to the relevant objectives defined under the AMIF Programme;
7. Provide proof of co-financing;
8. Address at least one of the indicators of the AMIF National 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.

<i>a) Relevance and justification of the proposed action</i>	<ul style="list-style-type: none"> <li>❖ Does the proposal address an existing EU-relevant challenge?</li> <li>❖ Does the applicant demonstrate a clear understanding of the context and of the challenge that the organisation is planning to address?</li> <li>❖ Does the proposal add value in relation to previous projects of similar nature?</li> <li>❖ Are the proposed activities adequately justified and designed to address the issue and to achieve the stated objectives?</li> </ul>
<i>b) Quality of the proposed action</i>	<ul style="list-style-type: none"> <li>❖ How well is the proposal prepared in terms of information (qualitative and quantitative) provided, clarity of action, work-plan, implementation period?</li> <li>❖ Is the proposed action feasible in terms of the budget (eg. has market research been undertaken)?</li> </ul>
<i>c) Partnership</i>	<ul style="list-style-type: none"> <li>❖ 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)</li> <li>❖ Applicants will also gain additional marks in cases where the partnership is composed of both public and non-public (e.g. NGOs) organisations.</li> </ul>
<i>d) Results &amp; Indicators</i>	<ul style="list-style-type: none"> <li>❖ Does the proposal identify quantifiable results?</li> <li>❖ Does the proposal address more than one indicator?</li> </ul>

e) <i>Strategies for dissemination and publicity<sup>5</sup></i>	<ul style="list-style-type: none"> <li>❖ Does an appropriate plan exist for the dissemination of results and knowledge transfer?</li> <li>❖ Does an appropriate strategy exist for publicity and visibility of the EU funding to a broad audience?</li> </ul>
f) <i>Complementarity with other actions – national EU funded or other resources</i>	<ul style="list-style-type: none"> <li>❖ The extent to which the project is compatible with existing national policies in the area of integration and social inclusion;</li> <li>❖ The extent to which the project complements other actions funded by the general budget of the EU or as part of national programmes;</li> <li>❖ The extent to which the proposal addresses the specific objectives identified in the Specific Regulation adopting the Asylum, Migration and Integration Fund;</li> <li>❖ The extent to which the requested budget is in accordance with the objectives and activities of the Fund;</li> <li>❖ The extent to which the forecasted expenditure is in accordance with the eligibility of expenditure under the Fund;</li> <li>❖ The extent to which the forecasted expenditure is realistic vis a vis the plan of action in the project proposal</li> <li>❖ Avoidance of duplication of effort with existing projects or services in the relevant geographical area</li> </ul>
g) <i>Readiness</i>	<ul style="list-style-type: none"> <li>❖ How ready is the project to start? (Have tenders/request for quotations been launched?);</li> <li>❖ Have participants been identified?</li> <li>❖ Have the relevant partners identified their respective roles and functions?</li> <li>❖ Is there anything hindering the start of implementation?</li> </ul>

### 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 AMIF. 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;

<sup>5</sup> In order to meet the requirements of Commission Delegated Regulation (EU) No 1048/2014 laying down information and publicity measures for the public and information measures for beneficiaries pursuant to Regulation (EU) No 514/2014 of the European Parliament and of the Council laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument of financial support for police cooperation, preventing and combating crime, and crises management, beneficiaries of AMIF 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 said Regulation. Any publicity material, for example, advertisements, billboards and information leaflets about these projects must acknowledge the AMIF 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.

- 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.

### **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 MEA/MEU Funds. The officer in charge, can be contacted by email on: [datapro-ppcd.opm@gov.mt](mailto:datapro-ppcd.opm@gov.mt)

Applicants are asked to consider if any of the information submitted in applying for funding under AMIF, 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.