



9th Call for Project Proposals
Asylum, Migration and Integration Fund

GUIDANCE NOTE TO APPLICATION FORM

The Responsible Authority notifies that:-

The ninth call for project proposals under the Asylum and Migration Fund is open. This call falls under the National Objective of Reception/Asylum within the National Programme for the Asylum, Migration and Integration Fund. The closing date for the submission of project proposals is by **noon Friday 23rd June 2017**. 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 **Monday 12th June 2017** in the morning. Kindly fill in the registration form which can be accessed from <http://www.eufunds.gov.mt> and submit it by **Thursday 8th June 2017** to fpd.meaim@gov.mt or by post to the Funds and Programmes Division, Triq il-Kukkanja, Santa Venera.



Asylum, Migration and Integration Fund

Project proposal to be part-financed by the European Union

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



Sustainable Management of Migration Flows

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 Reception/Asylum 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 1st January 2014 and 31st 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

Part 1. Details of the Fund	4
1.1 Background to the Fund	4
1.2 Purpose of the Fund in relation to Reception/Asylum	4
Part 2. Eligibility	4
2.1 Objective of this Call for Applications	4
2.2 Eligible Applicant Groups	5
2.3 Eligible Target Group, Article 5 of Regulation (EU) 516/2014	5
2.4 Eligible Actions Article 5 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	7
Part 3. Application Process	9
3.1 Pre-application Information Session	9
3.2 Applications	9
3.3 Eligibility Criteria	13
3.4 Selection (Award) Criteria	13
3.5 Assessment Stages	14
3.6 Confidentiality	15

The following documents are available for download at:

<http://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 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 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 Reception/Asylum

As outlined above, it is therefore one of the aims of the Fund to continue providing asylum seekers with essential services such as the setting up of open centres to accommodate asylum seekers and the provision of integration measures to assist asylum seekers in their integration within the community.

Part 2. Eligibility

2.1 Objective of this Call for Applications

This call for applications is meant to address Reception/Asylum measures outlined in the AMIF National Programme, specifically the renovation of current open centres, the provision of material aid including the provision of food and supporting services as well as the implementation of integration programmes.

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 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. These organisations **have to be established in Malta** to be deemed eligible partners to the project. Hence organisations which will only sponsor the activities undertaken or who will transfer funds for the benefit of the lead application, without any further involvement or monitoring from their end are not required to be listed as partners' to the project. Under Part 2 of the Application Form one should identify what activities the partner organisation would be undertaking and note under which category that partner will fall. Category A are partners which will be implementing activities for which they will claim costs from the project, whether they will be co-financing the project or not. Category B refers to partners who will not be claiming any costs for the activities undertaken on the project and will not be co-financing the project, while Category C are those partners who will not be claiming any costs from the project but will solely be financing the project and require to be enrolled as partners to the projects so they can monitor better the activities of the project. 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.

2.3 Eligible Target Group, Article 5 of Regulation (EU) 516/2014

As outlined in article 5 of Regulation (EU) 516/2014, the eligible target group are third-country nationals who are in one or more of the following categories of third-country nationals:

- (a) those who enjoy refugee status or subsidiary protection status within the meaning of Directive 2011/95/EU;
- (b) those who have applied for one of the forms of international protection referred to in point (a) and have not yet received a final decision;
- (c) those who enjoy temporary protection within the meaning of Directive 2001/55/EC;
- (d) those who are being or have been resettled in or transferred from a Member State.

2.4 Eligible Actions Article 5 of Regulation (EU) 516/2014

The Fund shall support actions aimed at the provision of essential services. As per Article 5 of Regulation (EU) 516/2014 the Fund shall support actions focusing on the provision of material aid, including assistance at the border, education, training, support services, health and psychological care. The provision of other essential services such as the provision of a secure environment also falls under this category of eligible actions.

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
Stage 1: Call for proposals & Application Process	Call for project proposals	26th May 2017
	Deadline for applications	23rd June 2017
	Appraisal of applications	3 rd Quarter 2017 or earlier
	Grant Agreements issued	4 th Quarter 2017
	Grant Agreements returned & finalised	4 th Quarter 2017
Stage 2: Project Implementation	<ul style="list-style-type: none"> • Delivery of activities • RA (Thematic) Monitoring • Submission of payments • RA on the spot checks • RA supports to projects • Submission of interim reports • Project funding 	As per Grant Agreement
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	As specified in article 17(3)(b) of Regulation 514/2014 that is until 31 st 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 grant¹

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 eligible if it is 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 are 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:-

- a) interest on debt;
- b) the purchase of land not built upon;
- c) 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;
- d) value added tax (VAT), except where it is non-recoverable under national VAT law.

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 (AMIF 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

¹ 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

Treaty on the Functioning of the European Union (TFEU)², 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 AMIF 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

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:115:0047:0199:EN:PDF>

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 Monday 12th June in the morning. Further details will be posted on the RA's website.

3.2 Applications

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 below listed Annexes according to applicability. **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 from the request by the Responsible Authority. Only complete applications will be considered by the Project Selection Committee.**

CHECK-LIST	
The Responsible Authority requests 1 original spiral bound copy of the application form (each page initialised by the project leader, with final page duly signed by all parties), 1 spiral bound photocopy and a soft copy (on CD or pen drive) of each application and its annexes.	
OBLIGATORY: 1 spiral bound grant application in original form, with salient sections duly completed and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant (each page initialised by project leader and signed at the back with all applicable signatures)	<input type="checkbox"/>
REQUIRED: 1 spiral bound copy including the annexes to the Application Form	<input type="checkbox"/>
REQUIRED: Soft copy (on CD or pen drive) of the application form and its annexes (preferably in word format in relation to the Application Form)	<input type="checkbox"/>
REQUIRED: Annex I: Log frame on the implementation of the project	<input type="checkbox"/>
REQUIRED: Annex II: Declaration by Partner Organisation (one for each partner organisation) (where applicable)	<input type="checkbox"/>
OBLIGATORY: Annex III: 'Detailed Budget Estimate Report' duly completed (Excel Format – including sub-worksheets)	<input type="checkbox"/>
OBLIGATORY: Annex IV: 'Timescale' duly completed (Excel Format)	<input type="checkbox"/>
REQUIRED: Annex V: 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 which will be receiving funds from the project)	<input type="checkbox"/>

REQUIRED: Annex VI: CV of Project Leader ideally in Europass format. The CV of the Legal Representative is required in case the Project leader has not as yet been recruited or assigned at application stage. ³	<input type="checkbox"/>									
REQUIRED: Annex VII: Organigram/Organisation Chart of the Administration Structure of the proposed project (not of the whole entity)	<input type="checkbox"/>									
REQUIRED: Annex VIII: Correspondence with the State Aid Monitoring Board on the project proposal as per Part 11 of the Application Form	<input type="checkbox"/>									
REQUIRED: Annex IX: 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 all partners)	<input type="checkbox"/>									
<p>REQUIRED: Annex X: Proof of Co-Financing for VOs and NGOs⁴ (applicable for lead applicants as well as for partners which are VOs and NGOs and will be co-financing the project).</p> <p>The following documentation need to be submitted depending on the category:</p> <table border="1"> <tr> <td>VO s / NGO s Category 1 (where the total revenue does not exceed 20,000euro over the last three consecutive calendar years):</td> <td>Management Accounts submitted of years 2016 and 2015 in line with Schedule 2 of LN492.2001;</td> <td rowspan="4"><input type="checkbox"/></td> </tr> <tr> <td>Category 2 (where the total revenue for the last three consecutive calendar years is over 20,000euro)but not exceeding 200,000euro</td> <td>Management Accounts submitted of years 2016 and 2015 in line with Schedule 2 of LN492.2001</td> </tr> <tr> <td>Category 3 (where the total revenue for the last three consecutive calendar year exceeds 200,000euro)</td> <td>Audited financial statements of years 2016 and 2015 but if year 2016 audited accounts are not available, management accounts are requested (where 2017 is current year) in line with Schedule 2 of LN 492.2001;</td> </tr> <tr> <td>New VOs / NGOs, that are registered in 2017 with the Office of the Commissioner for Voluntary Organisations</td> <td>Management accounts from date of inception; Declaration by treasurer and another signatory that funds are available to match the co-financing share; If the co-financing is to be financed by a loan, sanction letter is to be submitted;</td> </tr> </table>	VO s / NGO s Category 1 (where the total revenue does not exceed 20,000euro over the last three consecutive calendar years):	Management Accounts submitted of years 2016 and 2015 in line with Schedule 2 of LN492.2001;	<input type="checkbox"/>	Category 2 (where the total revenue for the last three consecutive calendar years is over 20,000euro)but not exceeding 200,000euro	Management Accounts submitted of years 2016 and 2015 in line with Schedule 2 of LN492.2001	Category 3 (where the total revenue for the last three consecutive calendar year exceeds 200,000euro)	Audited financial statements of years 2016 and 2015 but if year 2016 audited accounts are not available, management accounts are requested (where 2017 is current year) in line with Schedule 2 of LN 492.2001;	New VOs / NGOs, that are registered in 2017 with the Office of the Commissioner for Voluntary Organisations	Management accounts from date of inception; Declaration by treasurer and another signatory that funds are available to match the co-financing share; If the co-financing is to be financed by a loan, sanction letter is to be submitted;	
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³ Ideally in Europass format: <http://europass.cedefop.europa.eu/mt/documents/curriculum-vitae>

⁴⁴ Following the submission of a project proposal, the RA retains the right to consult with the Commissioner for Voluntary Organisations to check that the co-financing as declared by the Voluntary Organisation is available/likely to be met. This assessment by the Commissioner for Voluntary Organisations will be made on the basis of the information provided by the Applicant.

<p>REQUIRED: Annex X: Proof of Co-Financing for Local Councils (not required in case of government bodies, but applicable for lead applicants and partners who are Local Councils which are co-financing the project).</p> <p>The following documentation needs to be submitted as proof of co-financing:</p> <p>Audited financial statements of years 2016 and 2015 but if year 2016 audited accounts are not available, management accounts are requested (where 2017 is current year). Where the audited accounts do not provide evidence of sufficient liquidity, assurance from the bank should be presented⁵</p>	<input type="checkbox"/>
<p>REQUIRED: Annex X: Proof of Co-Financing for Private Entities (not required in case of government bodies, but applicable for lead applicants and partners who are private entities which are co-financing the project).</p> <p>The following documentation needs to be submitted as proof of co-financing:</p> <p>Audited financial statements of years 2016 and 2015 but if year 2016 audited accounts are not available, management accounts are requested (where 2017 is current year). Where the audited accounts do not provide evidence of sufficient liquidity, assurance from the bank should be presented</p>	<input type="checkbox"/>
<p>REQUIRED: Annex XI: Joint declaration by executive/head/major and treasurer/financial controller/ executive secretary that funds are available to match the co-financing share. If the co-financing is to be financed by a loan, bank sanction letter is to be requested. (This Annex is not required in case of government bodies but required at application stage in case of VOs, NGOs, private entities and Local Councils which are lead applicants or partners co-financing the project)</p>	<input type="checkbox"/>

⁵ Following the submission of a project proposal, the RA retains the right to consult with the Director of Local Government to check that the co-financing as declared by Local Council is available/likely to be met. This assessment by the Director of Local Government will be made on the basis of the information provided by the Applicant.

<p>REQUIRED: Annex XII: One copy of the Deed of Foundation/Statute/Articles of Association (not required in case of government bodies and Local Councils /required at application stage in case of VOs, NGOs whether they are lead applicants or partners)</p>	<input type="checkbox"/>
<p>REQUIRED: Annex XIII: Copy of certificate of enrolment as a voluntary organisation (where applicable) or a copy of application and acknowledgement (not required in case of government bodies and Local Councils /required at application stage in case of VO's and NGOs whether they are lead applicants or partners)</p>	<input type="checkbox"/>
<p>REQUIRED: Annex XIV: Financial Identification Form & Bank Details (not required in case of government bodies/required at application stage in case of VOs, NGOs, private entities and Local Councils whether they are lead applicants or partners which are co-financing the project)</p>	<input type="checkbox"/>
<p>REQUIRED: Annex XV: Legal Entity Form (not required in case of government bodies/required at application stage in case of VOs, NGOs, private entities and Local Councils whether they are lead applicants or partners)</p>	<input type="checkbox"/>
<p>REQUIRED: Annex XVI: in case staff costs are being claimed an Income Tax Compliance Certificate – (a certificate issued not earlier than three months from the date of the application, by the Inland Revenue Department confirming that the organisation has no liabilities in respect of Income Tax or is otherwise honouring an agreement for settling any outstanding amounts) and the Final Settlement and Social Security Contributions Compliance Certificate – (a certificate issued by the Inland Revenue Department confirming that the organisation has no liabilities in respect of the Final Settlement System (FSS) and of Social Security Contributions (SSC) or is honouring an agreement for settling any outstanding amounts) is to be submitted (not required in case of government bodies/required at application stage in case of VOs, NGOs, private entities whether they are lead applicants or partners in case staff costs of their entities are being claimed)</p>	<input type="checkbox"/>
<p>Annex XVI: Other supporting documentation:-</p> <hr/> <hr/> <hr/> <hr/>	<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

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.**

3.2 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 have salient sections complete;
3. 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;
4. The proposed action has a duration that does not exceed the implementation period of the AMIF Programme i.e. 31 December 2022;
5. The objective(s) of the proposed action correspond(s) to the relevant objectives defined under the AMIF Programme.
6. Provide proof of co-financing⁶;
7. Address at least one of the indicators of the AMIF National Programme.
8. The action does not involve state aid.

3.3 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/and a pass mark is also required in some criterions as indicated below. 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.

⁶ Clearance from the Office of the Commissioner for Voluntary Organisations and the Director for Local Government will be sought and any negative feedback may result in the rejection of the application form.

<p><i>Relevance and Justification</i></p> <p>Max. points: 20 Threshold: 10</p>	<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?
<p><i>Quality of the proposed action</i></p> <p>Max. points:5 Threshold: NA</p>	<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 (e.g. has market research been undertaken)?
<p><i>Capacity of the Organisation to implement the activities proposed</i></p> <p>Max. points: 20 Threshold: 10</p>	<ul style="list-style-type: none"> ❖ Does the organisation have the sufficient capacity, experience, expertise, reliability and financial resources to implement the project? ❖ 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?
<p><i>Results and Indicators</i></p> <p>Max. points: 15 Threshold: NA</p>	<ul style="list-style-type: none"> ❖ Does the proposal identify quantifiable results? ❖ Does the proposal address more than one indicator?
<p><i>Cost effectiveness</i></p> <p>Max. points: 20 Threshold: 10</p>	<ul style="list-style-type: none"> ❖ What is the added value of the project? ❖ 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?
<p><i>Dissemination of project results</i></p> <p>Max. points: 5 Threshold: NA</p>	<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?
<p><i>Complementarity with other actions funded by the EU or national programmes</i></p> <p>Max. points:10 Threshold:5</p>	<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; ❖ Avoidance of duplication of effort with existing projects or services in the relevant geographical area
<p><i>Readiness</i></p> <p>Max. points: 5 Threshold: NA</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?

3.4 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;
- On completion of the rating and ranking procedures, a list of successful applications shall be presented to the Head RA;
- The RA shall notify all applicants of the outcome of their applications;
- In case of rejection, the applicant has a right of appeal to an independent Project Appeals Board.
- 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.

3.5 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 verbally, in confidence, where disclosure of some 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 MEAIM.

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.