

AMIF 9TH CALL INFORMATION SESSION

12 JUNE 2017

Q1. If the Project Leader has not yet been identified, who is to sign and initialise the Application Form?

If the Project Leader is not identified upon submission, the Application Form is to be signed and initialised by the Legal Representative.. Please refer to instructions provided in this respect in section 1.5 of the Application Form.

Q2. What can be done if the Legal Representative of the organisation is stationed abroad and therefore is not available to sign the Application Form?

If the Legal Representative of the applicant organisation is not available, subject to internal rules or according to the organisation statute, a 'Delegation of Authority' Form may be filled in which would be required to allow another person to sign on their behalf.

Q3. If a Government body is enrolled as a partner organisation to the project, would the VAT Declaration Form need to be submitted?

If Government bodies are enrolled as partners to the project, like all partners they are not required to submit the VAT Declaration Form if they will not be claiming VAT as an eligible cost for costs of activities they will be undertaking on the project.

Q4. If other Non-Governmental Organisations (NGOs) are enrolled as a partner organisation to the project, would the VAT Declaration Form need to be submitted?

Same as outlined in question 3 above, the VAT Declaration Form for NGOs is required, if the NGO partner organisation will be claiming VAT as part of the costs of the project.

Q5. With regards to State aid, if for example as part of the project the applicant would like to carry out research and there is only one specific NGO or person who can carry out this research and hence would be included in the project proposal as a partner, would this create State aid issues?

In such cases it is suggested that the applicant organisation discusses this issue with the State Aid Monitoring Board (SAMB) prior to submission. There are no state aid issues if the activities undertaken by the project are procured. State Aid may arise if instead of procuring certain activities through the open market, an identified supplier/service provider is included as partner to the project, does doing away with procurement requirements.

Q6. If a Government body is enrolled as a partner organisation to the project, would they need to provide the Partner Organisation Declaration?

Yes, Government bodies are required to submit the Partner Organisation Declaration (Annex II to the Application Form) if they are to be partners to the project.

Q7. Does a co-financing partner NGO need to submit their accounts and a sufficient funds declaration if their revenue is less than Eur 200,000?

Yes, the partner organisation would need to submit their management accounts in line with LN492.2001 (Annex X) as well as a joint declaration by executive/head/mayor and treasurer/financial controller/executive secretary of the organisation stating that funds are available to match the co-financing share (Annex XI). Kindly refer to the checklist of the application form which provides what documentation needs to be provided for different types of NGOs.

Q8. Do all organisations need to provide proof of sufficient amounts?

Yes, proof that the applicant organisation has sufficient amounts in its accounts to finance the project is to be provided with the submission of the Application Form (Annex X and XI). However, if the applicant organisation is not in a position to provide the said proof by the deadline of the call, the applicant may submit the project proposal nevertheless. The Responsible Authority (RA) will then undertake its validity checks following receipt of the Application Form and if the applicant fails to provide any required documentation, they will be given one week from the request to provide them. Once provided, these will then be checked, even by third parties as indicated in the application form, to ensure that the applicant and/or partner organisations have sufficient funds for co-financing.

Q9. Should a copy of the statute or deed of the foundation be submitted for both the lead applicant and the partner organisation?

Yes, both the lead applicant and the partner organisation should submit a copy of their statute. However, this is not applicable for government departments.

Q10. It has been noted that other organisations are carrying out cultural orientation and language classes through AMIF. Is it possible to find out what other projects are being done and funded through AMIF in order to avoid overlaps and duplication of efforts and maybe provide the possibility of other organisations partnering up in this regard?

One may visit the EU Funds website to view the list of all AMIF Beneficiaries and approved projects. This may be accessed through the following link: <http://eufunds.gov.mt/en/EU%20Funds%20Programmes/Migration%20Funds/Pages/AMIF-2014-2020.aspx>

Furthermore, forming partnerships is something which the RA encourages.

Q11. Is there a minimum amount established for the budget of a project in order for it to be considered as eligible?

No, there is no minimum budget established for the budget of a project proposal submitted under the AMIF 9th Call.

Q12. What is the maximum budget amount one could apply for funding under the Reception/Asylum National Objective?

The maximum amount of EU funds allocated for this call is Eur 1.5 million. An applicant organisation can therefore apply for funding of a project with a maximum budget of Eur 2 million.

Q13. If there is not enough space allocated in the Application Form to provide any information requested, would one be able to submit a word document with additional text and information related to the project proposal being submitted?

Yes, this would be allowed. It is important to indicate in the Application Form itself that further information is being provided in an annexed document.

Q14. How strict are the word counts and character amounts established in the various sections of the Application Form?

The word count and character amounts listed in the Application Form are approximate and serve as a guideline for the applicant.

Q15. Is it obligatory for an organisation to open a separate bank account for activities related to the project?

No, a Beneficiary of AMIF is not obliged to open a separate bank account. One may keep using the bank account it already has, however it is important that a separate accounting code is used in order to identify the amounts being spent related to the project. The organisation therefore has two choices, either to open a separate bank account or to use a separate accounting code within the organisation's already existing bank account.

Q16. When speaking of Third Country Nationals (TCNs) target group under the 'Integration' National Objective, does this also include refugees and persons with legal status but not asylum seekers?

Yes, the TCN target group under the 'Integration' National Objective includes persons who have a legal status in Malta, but not asylum seekers. Projects which target asylum seekers would be eligible for funding under the 'Reception/Asylum' National Objective. It is recommended to keep separate attendance sheets in instances where the project, in addition to the target group of the respective national objectives, also addresses a small number of the other target group.

Q17. Can the implementation of project activities be done prior to the date of the submission of the Application Form?

Yes, the implementation of project activities can be done prior to the date of the submission of the Application Form, however not before 1 January 2014. In other words, the start date of the project can be from 1 January 2014 onwards and hence the Beneficiary can be reimbursed for eligible activities of a project which were carried out from that date onwards. It is important for this date is indicated in the Application Form submitted in order for the activities to be eligible for funding if they were done prior to the projects' approval. Furthermore, one needs to ensure that the project is not completed prior to its submission, and that those activities which were undertaken prior to project submission adhere to the proper procurement procedures and are supported with all the required documentation.

Q18. What does 'receipts generated by the project' refer to in section 5.2 of the Application Form (Detailed Budget Breakdown)?

'Receipts generated by the project' refers to any revenue of the project. Therefore, in this section one is to indicate the amount of revenue which would be generated by the project (if any).

Q19. How can one quantify the common indicators requested in section 3.6.1?

This depends on the type of measures (activities) or tools that will be addressed by the project. Examples include the number of language courses to be delivered, or type of services to provided etc. A separate list of result and impact indicators has to be provided in section 3.6.2 complementing the indicators listed in the section 3.6.1.

Q20. Does the 'Real Estate' budget category include office rental?

Office rent is considered to be an overhead cost / administrative cost and is therefore not eligible under the 'Real Estate' budget category, yet may be covered through the indirect costs. However if, for example, one is to use a room from the office of the organisation to carry out training instead of renting another venue for the activity, this cost may be included under 'Real Estate'.

Q21. Under which budget category would landline costs fall?

Landlines are considered to be indirect costs and should therefore be claimed under the said category.

Q22. With reference to previous experience, should other financial support not received from the EU also be mentioned?

Only reference to any previous financial support received by the EU should be made in this section, however any other information on project undertaken would be useful to be underlined.

Q23. What is the difference between the 'risks' which are to be listed in Part 4 of the Application Form, and 'conditionality' in Part 10?

A risk is something which is not there but yet it may happen. A conditionality is what you know will hinder the progress of the project. In other words, the risk is an estimation and the conditionality is what is already there. For example, if one were to carry out the renovation of a building, getting a permit would be a condition to the project (as without it the project cannot be carried out) and the risk would be that the permit is not issued.

Q24. What are the timeframes for the evaluation and selection of projects submitted under this call?

The projects are evaluated by an Independent Projects Selection Committee. The RA is therefore not in a position to provide exact timeframes in this regard, however it is being envisaged that the evaluation of projects will start by the 3rd Quarter of 2017. In the meantime, the RA will carry out its validity checks of project proposals submitted, and will provide copies of the Application Forms to SAMB for State aid clearance and copies of the applicant organisations' accounts will be forwarded to the Office of the Commissioner for Voluntary Organisations or the Director Local Government in case of Local Councils to ensure that the accounts as submitted are correct.

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