



## MAJJISTRAL ACTION GROUP FOUNDATION

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Guidance Notes for application for funding under the Majjistrat Local Development Strategy

### ***Measure 3: Promotion of The Cultural Heritage***

In case of any conflicts between these guidance notes and the text of the Rural Development Programme (RDP) 2014-2020, GAL MAJJISTRAL Local Development Strategy and other legislative text, the interpretation given by the relevant legislation will be given overall priority.

The Foundation reserves the right to request also additional information not included in the accompanying application form

#### **The Rural Development Programme for Malta 2014 - 2020**



LEADER

European Agricultural Fund for Rural Development (EAFRD)  
Co-financing rate: 75% EU Funds; 25% National Funds

***The Agricultural Fund for Rural Development:  
Europe Investing in Rural Areas***



## **Definitions:**

**Agriculture and Rural Paying Agency (ARPA):** The Agriculture and Rural Payments Agency within the Ministry for Agriculture, Fisheries, and Animal Rights is the Paying Agency.

**Checks and controls:** Provide a means of verification that the investment operation complies with, and is in conformity to, the relevant rules and regulations.

**Decision Committee (DC):** The DC of the LAG is the decision-making body in relation to all activities.

**EAFRD:** European Agricultural Fund for Rural Development.

**Evaluation Committee (EC):** A committee appointed by the LAG and can be constituted by a least 2 members. Both are responsible for administratively checking the applications.

**Grant Agreement:** An agreement signed between the MA and the selected applicant (beneficiary) containing provisions and conditions related to the particular support.

**LEADER:** *Liason Entre Actions de Development de l'Economie Rurale*'. The LEADER programme refers to the implementation of the actions included in the Local Development strategies by the LAG to address specific local issues in line with the Rural Development programme for 2014-2020.

**Managing Authority (MA):** A national or regional body designated by a Member State to manage a rural development programme.

**Measure:** A Scheme for implementing a policy. Each measure sets out specific rules to be complied with by the projects or actions that can be financed. There are two main types of measures: investment measures and area-related aid.

**Project Selection Appeals Board:** An independent Committee that assesses any submissions of appeals.

**Project Selection Committee (PSC):** The role of the Decision Committee includes the assessment and review of all recommendations made by the Evaluation committee. The PSC assesses and ranks applications.

**Rural Development Programme (RDP):** A document prepared by a Member State or region, and approved by the Commission, to plan and monitor the implementation of the rural development policy.

**Project closure:** Closure takes place after the Agriculture and Rural Payments Agency has issued the final payment to the beneficiary, after it has carried out all the necessary checks and controls.

**Project completion:** A project can be deemed completed when the final request for payment has been submitted to the Agriculture and Rural Payments Agency

**Voluntary Organisations (VO):** Eligible VOs shall be those that are fully enrolled with the VO Commissioner, compliant in their annual returns, in line with the Voluntary Organisations Act 2007 (Chapter 492 of the Laws of Malta) and that do not carry out an economic activity within the meaning of Article 107 of the Treaty on the Functioning of the European Union.

**Registered Non-Governmental Organisations (NGO):** Eligible NGOs shall be registered non-governmental organisations like registered Producer Groups and registered Producer Organisations, which do not fall under the responsibility of the VO Commissioner, and that do not carry out an economic activity within the meaning of Article 107 of the Treaty on the Functioning of the European Union.

## **1. Introduction**

These Guidance Notes are intended to assist Applicants in understanding the requirements for requesting and receiving funding support under **Measure 3 – Promotion of the cultural heritage** of the MAGF Local Development Strategy (LDS).

Applicants are advised to familiarise themselves with these Guidance Notes prior to filling in and preparing the Application Form. The Guidance Notes, Application Form and all annexes and other documentation are available at [www.galmajjistral.com](http://www.galmajjistral.com)

Applicants are reminded to check that they referred to the latest guidance notes as available on the Foundation's website, and that they have filled in the latest available version of the application form that is available for download from the website. Only the latest version at the time of application will be accepted.

## **2. Rationale for Intervention**

This measure falls under Objective 1 of the MAGF LDS – Development of the cultural landscape, social heritage and tourism product of the rural territory.

It is recognised that rural areas are rich in assets of cultural and natural importance that are not exploited for tourism purposes to the same extent as major attractions in capital and larger cities. At the same time, these rural areas have the potential to serve as part of the overall touristic package that is to be experienced by the visitor

to Malta, also helping to alleviate the pressure on main places of interest with limited carrying capacity. In order for these rural areas to feature on the visitors' list of sites to visit/things to do, the touristic attractions need to offer the same quality of experience, improved connectivity and facilities, excellent content and sufficient visitor time. In other words, the tourist needs to be offered a number of high-quality attractions/sites that are equipped with the necessary facilities, building on points of unique interest (such as traditional knowledge and experiences), preferably animated by local residents, and that are situated within short distances even if in different localities, thus allowing for the possibility of joint tours and/or trails that centre on a particular theme or product or type of experience.

The need to record, document and translate knowledge that is in danger of being lost is undeniable. In many localities in rural areas, the only surviving tradesman with the know-how and the history of the traditions and the trades is of old age, and unless this information is captured, there is a risk that the heritage will be lost upon his death. The need to address this issue, and to develop the cultural and traditional knowledge base, is in line with the national drive to build a digital platform for Malta's touristic product. In this context, the use of modern technology that is not only more accessible, but also permits user interactivity, is greatly encouraged. As mentioned earlier, while one locality might not have the necessary density of attractions/sites of interest to afford the tourist an entire day experience, the possibility of combining a number of attractions/sites of interest across neighbouring villages/localities adds value to the touristic experience and improves the cost-effectiveness of the individual operations. Evidence obtained from the analysis of the territory and the consultation findings indicates that the LAG territory has a significant tourism product, which may not be fully exploited due to the lack of information dissemination and promotion activities. This measure aims to promote the territory's cultural and natural heritage and improve accessibility to rural assets of touristic importance to visitors through tourism-oriented actions such as the installation of sign-posting, the recording of local knowledge, and the use of various information dissemination methods, including interactive applications in social media, dedicated websites, and other ICT applications, either as stand-alone initiatives or joined up in the setting up of tours and trails of touristic importance.

### **3. Scope and Objectives of the Measure**

This action supports the marketing, branding, promotion and dissemination of information related to the cultural and natural heritage; the setting up of heritage tours and trails joining up different attractions/sites of touristic importance.

### **4. Eligible Actions**

Support through this action shall be **limited to Capital Expenditure** undertaken by **Local Councils, Private Entities (only small and micro enterprises within the meaning of Commission Recommendation 2003/361/EC are eligible for funding), Registered Non-governmental Organisations and Registered Voluntary Organisations (VOs) in line with the Voluntary Organisations Act 2007 (Chapter 492 of the Laws of Malta) and that do not carry out an economic activity within the meaning of Article 107 of the Treaty on the Functioning of the European Union.**

The operations of such entities must be in compliance with national rules and regulations, and regularly operating within the Majjistral territory.

Projects must be physically undertaken in any of the rural localities that constitute the GAL Majjistral Foundation territory, listed in the following table. With respect to Local Councils, only Local Councils that have become full-paid members for the (2014-2020) programming period are eligible for funding.

<b>Rural Localities within the Majjistral Action Group Foundation Territory</b>				
L-Imtarfa	Is-Sigġiewi	Il-Mellieħa	Ħal Għargħur	Ħ'Attard
Is-Swieqi	L-Iklin	In-Naxxar	L-Imġarr	Had-Dingli
Ir-Rabat (Malta)	Haż-Żebbuġ	Il-Mosta	L-Imdina	San Pawl il-Baħar

## **5. Eligibility Criteria**

**The following general eligibility criteria shall apply for the evaluation of proposals for actions to be supported under this measure:**

- Submitted application (including a Contracting Schedule and Disbursement Schedule) is fully completed and duly filled-in with details required by the Decision Committee to evaluate the application for eligibility and selection;
- The applicant is able to demonstrate that he/she forms part of (or is the legal representative) the beneficiary/applicant organisation;
- The proposed project will be implemented within the eligible territory;

- The applicant is able to demonstrate evidence of sufficient financial capacity required to finance the project and to fund the private financial component;
- The proposed project contributes to the general and specific objectives of this measure
- The proposed project contributes to at least one indicator target.

The MAGF reserves the right to revise the eligibility criteria applicable to the Measure, subject to pre-notification.

## **6. Description of the requirements and targets**

In line with the goals of Malta's tourism strategy, which identifies the need to develop opportunities for rural tourism, this measure of this LDS provides an opportunity to develop collaboration between local actors and to improve the marketing and dissemination of information regarding the cultural and natural heritage of the territory. The eco-tourism and rural tourism potential, and the increasing recognition of the value of the cultural landscapes, is recognised as an opportunity for balanced, territorial development.

The need to improve communication and develop networks in order to enable local actors to create and market products and rural tourism experiences is also recognised in the Malta RDP, where opportunities for farm diversification activities and collaboration for the development of rural tourism services are provided.

As shown by the analysis of the territory and the consultation findings, this measure serves as an important tool for the provision of opportunities for the development of tourism services, and for bringing together local actors and economic operators with a similar agenda. The set-up of cultural and natural heritage trails and tours, building around local products, techniques, food, sites and objects of interest, serves to foster collaboration between local actors, improve their economic performance and result in a better tourism product of the territory. Through these interventions, this measure aims to develop cooperation, increase tourism visits and develop new rural tourism experiences within the territory.

### **Contribution to cross-cutting objectives of the RDP (innovation, climate and environment)**

Activities carried out under this measure are expected to promote value-added innovation in rural development through the development of rural tourism, which in turn fosters business innovation. Innovation in the cultural dimension is also spurred through the selection criteria favouring the mix of technology as a platform for tradition, in what is considered a positive clash of generational differences and an

excellent mode of transmitting knowledge from one generation to the next and sustaining the traditional heritage in time.

## **7. Eligible Investments**

The eligible costs to be reimbursed include; investments associated with the development of marketing, branding, promotion and information dissemination activities, including experts' and professional fees (market research, designers, etc.) and the procurement of related services (website development, promotional material, etc.) as well as installation of physical infrastructure for promotion and information (sign-posts, boards, information panels, etc.).

Indicatively direct project costs that are necessary for the implementation of such operations shall be eligible for support. There is no capping on the expenditure in favour of professional and ancillary services as long as these are directly related to the implementation of the marketing and promotion project.

The costs of rural actors participating in heritage trails will also be an eligible cost. This cost is capped at a rate of €12.65/hour.

**Only Projects covered by a valid Planning Authority permit and those which are in the process of a permit application are eligible under this Action.**

The beneficiary can only claim EAFRD funds for eligible and approved expenditure that has been incurred after an application has been submitted to the MAGF and an acknowledgement is issued by the Foundation, in line with EU Regulation 1305 of 2013 Article 60 (2).

## **8. Non-Eligible Investments under Measure 3**

The following is an indicative list of non-eligible investment under Measure 3:

- Purchase of land and buildings;
- Currency exchange losses;
- Provisional installations that are not directly related to the investment (e.g. warehouses for keeping materials for the construction)
- Expenditures made before the launch of the call for application (the applicant should refer to Article 60 of Regulation 1305/2013 of the European Parliament and Council. The applicant may at his own risk initiate the implementation of the project as from the date of submission of application);
- Income Tax and or other operational costs of the entity applying for the project, including provisions for possible future losses or debts;

- Bank Interest;
- Inputs which are the subject of a contribution in kind;
- Administration fees (salaries, insurance obligations and running costs);
- Second-hand equipment;
- Value Added Tax (except where it is non-recoverable under national VAT legislation). Refer to section 10 of these guidance notes.
- Work in kind
- Statutory fines and penalties
- Planning Authority Fees

In accordance with the Public Procurement Regulations, expenditure relating to economic operators convicted of a criminal offence are considered ineligible for funding and such expenditure will not be reimbursed by the Paying Agency.

#### **9. Eligible applicants**

The beneficiaries eligible for funding under Measure 3 are **Local Councils, Private Entities (only small and micro enterprises within the meaning of Commission Recommendation 2003/361/EC are eligible for funding), Registered Non-governmental Organisations and Registered Voluntary Organisations (VOs) in line with the Voluntary Organisations Act 2007 (Chapter 492 of the Laws of Malta) and that do not carry out an economic activity within the meaning of Article 107 of the Treaty on the Functioning of the European Union.**

**Local Councils applying for funds must be full-paid members of the MAGF. Furthermore, Private entities will be subject to State aid rules as outlined below.**

Beneficiaries should be willing to invest within the Majjistral Action Group Foundation territory, and provide **a service directly related to the cultural identity** within MAGF's territory.

#### **10. State Aid Rules and Obligations**

With regards to private entities, the terms and conditions set out in these Guidance Notes are in line with Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid [OJ L 352/1, 24.12.2013] (the *de minimis* Regulation), as amended by Commission Regulation (EU) 2020/972 of 2 July 2020, amending Regulation (EU) No 1407/2013 as regards its prolongation and amending



Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments [OJ L 215/3, 7.7.2020].

Assistance may not be awarded to the following:

- a) Undertakings active in the fishery and aquaculture sector, as covered by Council Regulation (EC) No. 104/2000;
- b) Undertakings active in the primary production of agricultural products;
- c) Undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
  - i. Where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the businesses concerned;
  - ii. Where the aid is conditional on being partly or entirely passed on to primary producers;
- d) Aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;
- e) Aid contingent upon the use of domestic over imported goods;

The total amount of *de minimis* aid granted to a single undertaking shall not exceed the amount of €200,000, or €100,000 in the case of a single undertaking performing road freight transport for hire or reward, over any period of three consecutive fiscal years. This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this aid scheme and any other State aid measure granted under the *de minimis* rule including that received from any entity other than the Majjistrat Action Group Foundation. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The term 'single undertaking' is defined as follows:

Single Undertaking includes, for the purposes of this scheme, all enterprises having at least one (1) of the following relationships with each other:

- a) one (1) enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- b) one (1) enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- c) one (1) enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- d) one (1) enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) above through one or more other enterprises shall also be considered to be a single undertaking.

The *de minimis* Regulation states that a group of linked enterprises is considered as one single undertaking for the application of the *de minimis* rule, but that enterprises which have no relationship with each other except for the fact that each of them has a direct link to the same public body or bodies are not treated as being linked to each other. The specific situation of enterprises controlled by the same public body or bodies, which may have an independent power of decision, is therefore taken into account.

In terms of Article 5 of the *de minimis* Regulation, *de minimis* aid granted under this measure may be cumulated with *de minimis* aid granted in accordance with Commission Regulation (EU) No 360/2012 up to the ceiling laid down in that Regulation. It may be cumulated with *de minimis* aid granted in accordance with other *de minimis* regulations up to the relevant ceiling fixed in terms of the *de minimis* Regulation.

*De minimis* aid awarded under this measure shall not be cumulated with State aid in relation to the same eligible costs or with State aid for the same risk finance measure, if such cumulation would exceed the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption regulation or a decision adopted by the European Commission. *De minimis* aid which is not granted for or attributable to specific eligible costs may be cumulated with other State aid granted under a block exemption regulation or a decision adopted by the Commission.

The *de minimis* declaration form must be filled in and submitted together with the application form.

In line with the *de minimis* Regulation, records regarding *de minimis* aid shall be maintained for 10 years from the date on which the last individual aid is granted under the Scheme.

### **11. Aid Intensities**

A beneficiary will be granted the following financial assistance should the proposed investment be selected:

- 80% of the total eligible expenditure.

The other 20% of the total eligible expenditure must be borne by the applicant.

**The VAT element must be borne by the applicant (except where it is non-recoverable under National VAT legislation). Grant assistance may be provided in respect of non-recoverable VAT.**

**Part 1 of the VAT Declaration Form (annex 1 of these guidance notes) as well as Annex 5 should be duly filled by the applicant.**

### **12. Financing – Budget**

The total budget allocated towards this measure is 52,328.34 EUR of which 75% will be financed through the EAFRD whilst the remaining 25% will be financed through Malta funds.

Individual actions shall be capped at 10,000 EUR for stand-alone/isolated operations, and at 18,000 EUR for actions involving joint collaboration which may result in tours and trails involving at least 2 different actors.

In the case of oversubscription of the call, the **Majjistral Action Group Foundation** reserves the right to allocate additional funds to this measure following approval by the Managing Authority and ARPA.

### **13. The Application Process – General Provisions**

Interested applicants need to submit the completed application form for Measure 3.

All applications must be completed in full, signed and dated by the Project Leader and Legal Representative.

No parts of the application form are to be left blank – in cases where specific requested information in the application are not applicable to the applicant, the applicant must fill in the field with the note 'Not applicable'.

Although MAGF representatives are available for meetings with interested applicants, it is the ultimate duty of the applicants to read thoroughly the guidance notes and application form. It is also the ultimate responsibility of the applicants to ensure that all documentation requested is correctly presented. Applicants must also ensure that the applicants themselves fall within the criteria of eligibility and that project proposed and any related investments are eligible for funding and that the application form and the requested supporting documentation **are presented by hand within the deadline of the call.**

It is not the duty of MAGF to verify the above matters irrespective of any meetings that may be held between MAGF and the applicants.

Applicants should submit two copies (1 original and 1 copy) of the Application Form and soft copies (in both Word and pdf format) of the Application Form on an electronic device. All copies must include all supporting documentation attached to the original Application Form.

A checklist of attachments is attached to the Application Form. The applicants must ensure that ALL the supporting documentation as per *Section 7* of the application form are submitted.

For the application to be considered complete, all attachments marked compulsory are to be submitted with the Application Form. The Majjistral Action Group Foundation will undertake a validity check following receipt of the application. Any required documentation not submitted with the application form shall be requested within 5 working days from the date of a notification letter sent by MAGF. Only complete applications will be considered by the Project Selection Committee.

The call for applications will open on the 22nd June 2022 and shall remain open until the 28<sup>th</sup> December 2022, subject to the availability of funds. The MAGF will be adopting an ***Open Block Calls Procedure***. This means that a batch of applications received within a respective time block will be assessed separately from applications received in subsequent batches. Applications received after any set time block **WILL NOT BE CONSIDERED AS PART OF THAT BLOCK**. Applicants are encouraged not to wait to the last day to submit their application.

The MAGF may re-issue the call in a similar or different format. The MAGF may also issue clarifications and amendments during the time period of the open call for applications without necessarily closing and re-opening the call. Such clarifications will be uploaded on our website: [www.galmajjistrat.com](http://www.galmajjistrat.com). The time blocks are defined by the MAGF as per following table:

<b>MEASURE 3 – BUDGET €52,328.34</b>							
<b>Launch</b>	<b>Block 1</b>	<i>Subject to Funds Availability</i>	<b>Block 2</b>	<i>Subject to Funds Availability</i>	<b>Block 3</b>	<i>Subject to Funds Availability</i>	<b>Block 4</b>
<b>15.6.22</b>	<b>29.07.22 at noon</b>	<b>→</b>	<b>31.08.22 at noon</b>	<b>→</b>	<b>30.09.22 at noon</b>	<b>→</b>	<b>31.10.22 at noon</b>

All applications are to be delivered **BY HAND** to the GAL Majjistral Foundation at the following address:

**Majjistral Action Group Foundation, 12, Triq it-Tullier, Attard. ATD 1631**

In case of queries or clarifications required applicants may contact GAL Majjistral on the following contact details:

Email: [galmajjistral@gmail.com](mailto:galmajjistral@gmail.com)

Tel: +356 2099 2080

***Disclaimer:** The issuance of the receipt letter does not imply that the applicant will be considered as a main beneficiary under this call. The application may be refused and returned to the applicant following the issuance of the receipt letter.*

#### **14. Evaluation – Administrative Checks**

The MAJJISTRAL ACTION GROUP FOUNDATION will carry out administrative checks on submitted applications. It is important that the submitted application form is filled-in correctly and completely. In case an application is submitted with missing documentation/information, a notification letter will be sent to the applicant allowing a period of 5 working days to submit the missing documentation and/or information from the date of such letter.

If the requested documentation is not submitted within this timeframe, the application will be automatically disqualified, and a rejection letter will be sent by the MAGF administration to inform the applicant.

MAGF will then carry out verification of the eligibility of the supporting documentation submitted, as well as the screening of the application in terms of the eligibility criteria. It is important to note that it is within the responsibility of the applicant to ensure that the content of the application and the supporting documentation submitted is in full and in line with what is being requested.

With reference to the quotations to be submitted by the applicant, the Evaluation Committee reserves the right to ask for further clarifications or necessary adjustments even after the applicant submits the missing documentation/clarifications. The Evaluation Committee reserves the right to contact suppliers/service providers to validate the quotations provided.

No further additional information will be accepted after the closing date for applications unless it is requested by MAGF. In this regard, it is the applicant's sole responsibility to ensure that the application is complete in the best possible way before submission. Evaluation of the application will be carried out only on the information submitted at application stage or any other information as requested by MAGF. **Any false or misleading information will lead to the immediate rejection of the application.**

### **15. Selection Process**

A Project Selection Committee (PSC) made up from the Decision Committee members will be responsible for ranking and selecting applications for support after close liaison with the EC members. The PSC may request the services of a technical expert to assist the whole evaluation process. The PSC reserves the right to request additional information and further clarifications on the project as part of the selection process.

### **16. Ranking of Projects and Selection Process**

The PSC will proceed to award marks to each proposal based on the information submitted in the applications and provided through clarifications (where applicable). In order to qualify for selection, the proposal needs to obtain a total of at least 50% of the total marks of the general and measure-specific selection criteria. For those eligible projects going through the assessment stage, the PSC will seek clearance from the State Aid Monitoring Board (SAMB).

A preliminary list of the proposals containing selected, on reserve and failed applicants together with their respective score shall be drawn up. Furthermore, the PSC reserves the right to request project re-dimensioning in special circumstances.

The preliminary result shall be published on MAGF's official website<sup>1</sup>. In addition, a notification letter shall be sent to applicants informing them of their right of appeal in cases where applications fail to qualify.

### **17. Unsuccessful Project Proposals**

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<sup>1</sup> <http://www.galmajjistrat.com/>

In the notification letter sent to the applicant, reasons why the project was not selected shall be provided. The applicant shall have the right to appeal in writing through a registered letter within 5 working days from receipt of the email / letter of notification of result sent by the LAG.

The appeal is to be addressed to the Chairperson of the Project Selection Appeals Board (PSAB). The PSAB is an independent Committee set up to review in an autonomous way any appeals lodged. The PSAB will be composed of a minimum of three (3) individuals with a Chairperson chairing the appeals process. The appellant is required to sustain the clarifications provided by including justified reasons backed by necessary supporting documentation / testimonials.

The applicants wishing to lodge an appeal must send a registered letter addressed to **“The Chairperson”, Project Selection Appeals Board of MAGF, 12, Triq it-Tullier, Attard, ATD 1631**, within 5 working days from when the applicant receives the notification letter.

**The Appeals Board will not consider late appeals.**

The letter should include detailed reason/s of why the appeal is being made, supported by any relevant documentation/testimonials.

The Chairperson of PSAB shall review and assess the validity of all the appeals submitted within the stipulated timeframe. Valid appeals will be presented to the PSAB for assessment. No additional information other than that presented at application stage will be considered during the review. The relevant documentation shall be provided for the sole purpose of supporting the basis of the information provided in the appeal letter. An appeal that does not provide sufficient detailed reasons may be refused at the preliminary stage as unjustified.

Upon submission of the appeal, the Appeals Board shall be convened within no later than 5 working days to review the appeals presented. All necessary relevant documents will be made available to the Appeals Board by the LAG Manager.

The Appeals Board must conclude the process of appeals by no later than 15 working days from the appeals closure date. Upon finalisation of the process, a detailed report articulating all decisions taken must be presented to the DC.

The decision of the Appeals Board **is final**, and the applicant cannot contest this decision. The DC must notify in writing the decisions to each appellant. The appeals procedure shall be published on LAG’s website.

## **18. Publication of Final Result**

Upon completion of the appeals process, MAGF shall publish the final result of the projects eligible for financial support on its website and notice board.

The successful applicants will receive a 'Letter of offer' following the publication of the Final list of results. The applicants will be required to send a 'Letter of acceptance' (a draft copy of the Acceptance letter will be sent with the letter of offer) and a Bank Payment Form within 10 working days from the receipt of the 'Letter of Offer'.

If, after 10 working days, the LAG does not receive the letter of acceptance, it will be considered that the applicant is no longer interested in undertaking the project and funds will be relocated according to the discretion of the LAG.

Should the beneficiary accept the offer, eligible period of expenditure should start from the date of submission of application (*Refer to Article 60 of EU Regulation 1305/2013*).

If the applicant accepts the offer, the bank payment form should be completed and referred to the Front Office of the ARPA. The form must be endorsed by a bank official and should show the IBAN of the applicant.

## **19. Procurement Procedures**

Given that the eligible applicants under this call include Local Councils, the Procurement Guidelines issued by the Department for Local Government must be strictly adhered to. An architect's Bill of Quantities (BOQ) with details is to be presented. This has to be prepared by an architect appointed by the applicant and submitted as part of the application submitted.

In the case of Private Entities, Non-Governmental and Voluntary Organisations and, where Public Procurement Regulations allow, Local Councils, a minimum of three (3) comparable and independent quotations should be submitted for each line item. It is being suggested that more than three (3) quotes are obtained. **However, only one quotation is required at application stage.** Applicants are then obliged to present three (3) comparable valid quotations for each line item prior to the project implementation, together with an adjudication report. The applicant should send a letter or email to the chosen and rejected suppliers upon issue of the adjudication report, informing them of the organisation's decision.

It is being further suggested that, for comparability purposes, a financial bid form is issued by the Applicant and presented to the bidder. The bidder would quote the price on the bid form accordingly. The financial bid form must include the signature of the bidder. A copy of the Financial Bid Form can be found in Annex 4.

Notwithstanding the above, it is to be specified that quotes issued by bidders on



their letterhead are also accepted, as long as the description of the items required from the applicant is comparable with the other quotes of the particular line item.

If the cheapest quotation is not chosen by the applicant, a justification would need to be provided. The applicant is to note that in such cases, the amount of funding co-financed through the EAFRD (2014 – 2020) can only be based on the cheapest quotation obtained.

Should for some reason three (3) quotations cannot be obtained by the applicant, a justification why, should also be provided by the applicant and it would be the Paying Agency's prerogative, after consulting with the MAGF, whether to accept such justification or not.

**In the case of infrastructural works, a Bill of Quantities (BOQ), has to be presented at application stage.** This has to be endorsed and dated by a warranted architect appointed by the applicant. Nonetheless, applicants submitting a BOQ are still obliged to present three (3) comparable quotations for each line item prior to the project implementation.

It is to be noted that any financial declarations / certificates need to be dated not more than three months prior to the date on which the batch closes.

*In accordance with the Public Procurement Regulations, expenditure relating to economic operators convicted of a criminal offence are considered ineligible for funding and such expenditure will not be reimbursed by the Agriculture and Rural Payments Agency.*

Applicants are guided to refer to the "Guidelines on the Submission of Payment Claims related to Investment Measures" issued by ARPA for details related to the required content and format of quotations and other procurement procedures; these guidelines may be downloaded at the below link:

<https://agriculture.gov.mt/en/arpa/Documents/guidelines/investmentMeasuresPaymentGuidelinesFinalEN-V3.0.pdf>

## **20. Contracting with Beneficiaries**

Contracting shall be undertaken by the MAGF with the beneficiaries. Contracts are to be signed by the LAG's Chairperson (or any formally authorised delegate) and a legal representative of the beneficiary. In case where the signatory on behalf of the beneficiary is not a legal representative, a power of attorney must be presented showing delegation of signatories between the legal representative and the appointed signatory. The power of attorney is to be endorsed by a public notary.

The contract shall be given to the beneficiary for verification prior to it being signed. The contract shall be signed in two originals (one for the LAG and another for the beneficiary). Copies must be maintained in a secure location by the parties for a period of seven (7) years from the date of signing.

## **21. Payment**

The Agriculture and Rural Payments Agency (ARPA) reserves the right to make an advance payment of up to 50% of the total eligible cost of the project. The issuing of an advance payment is subject to the submission of a financial guarantee issued by a recognized financial institution equivalent to 100% of the amount eligible as advance payment.

The facility of interim payments will be provided by the Agriculture and Rural Payments Agency (ARPA). Interim payments together with the advance payment (if applicable) will make up 80% of the total eligible value of the grant agreement.

Interim payments must be preceded with a submission of a request for reimbursement and financial documentation (including invoices and receipts).

In case of infrastructural works a provisional certificate of works prepared by an engineer/architect must also be presented.

The final payment of the remaining 20% of the total eligible cost of the project will be claimed following the completion of the works and submission of the request for reimbursement together with the necessary financial documentation (including invoices and receipts, and a provisional certificate of works prepared by a warranted architect).

Official certification by the architect appointed by the beneficiary is required for settlement of final payment (in case of infrastructural works).

The final payment will be affected once an on-the-spot-check is carried out by MAGF and ARPA and adherence to the contract is confirmed.

The main applicants must present a payment claim through the LAG, so that the necessary verifications and controls are undertaken prior to submission to ARPA for processing.

Claims are to be presented as outlined in ARPA's payment guidelines available at:

<https://agriculture.gov.mt/en/arpa/Documents/guidelines/investmentMeasuresPaymentGuidelinesFinalEN-V3.0.pdf>

In case of irregularities, penalties and sanctions may be applied. These will be deducted from eventual payment claims or through requests for refund of financial

assistance paid by ARPA.

**The project must be completed, and payment claims submitted by not later than 1 year from signature of contract agreement.**

The final claim for reimbursement of funds allocated to the project must also be submitted within this deadline.

## **22. Extension to Contract Timeframes**

Should the beneficiary require an extension to the timeframe stipulated in the application form and contract, a written request is to be submitted to MAGF, whilst notifying the Managing Authority. The form to be used in such case is the '*Change Request Form*' and the request should be made before the actual expiry of the original timeframe.

A request for approval of an extension of the time required in order to terminate the project is to be backed by written justified reasons. Cases related to poor project management will not be accepted. Following review of the request by the MAGF, the final decision will be sent to the beneficiary in writing. Should an extension be approved, the period of extension shall be determined by MAGF, after consultation with the Managing Authority.

In cases where amendments to the contract are required, the beneficiary must submit a *Change Request Form* to MAGF prior to the changes being actually implemented (a priori) and the beneficiary must wait for a reply from MAGF.

If a request for changes to the contract is submitted after these changes have actually taken place (ex-post), the changes will not be eligible for funding and, depending on the extent of the changes, this may lead to the whole project being considered ineligible.

The written request for changes must indicate the changes required, the necessary justification and relevant supporting documentation.

If the applicant wishes to change the specification of the investments, a written request prior to such changes must be sent to MAGF. For example, funding is approved for the purchase of Model X of a projector and following the contracting, the applicant wishes to purchase Model Y of this projector as the previous model is no longer produced / available, then a request for change must be submitted and the applicant must wait for a reply from the competent Authority.

MAGF will review the request and if the proposal does not affect the nature of the project and remains in line with the objectives of the Measure, the changes may be

approved. A notification letter will be sent to the beneficiary in writing and an addendum to the contract shall be carried out and signed between all parties.

If the request for changes is not approved by MAGF, the beneficiary will receive a notification and will be requested to confirm whether the project as stipulated in the contract will be completed or withdrawn.

### **23. Failure to comply with the contract**

Failure to meet the commitments stipulated in the contract shall result in sanctions applied to the amounts committed or paid. The Agriculture and Rural Payments Agency, Internal Audit and Investigations Department (IAID), the European Commission (EC), the European Court of Auditors (ECA), the European Anti-Fraud Office (DG OLAF) and/or the Managing Authority reserve the right to undertake further checks and controls and to recover any funds from the beneficiary by withholding the bank guarantee in case of advanced payments or to request the beneficiary to refund financial assistance paid out by ARPA.

### **24. Project Sustainability**

It is to be noted that in line with Article 71 of Regulation 1303 / 2013, in the case of an operation in infrastructure or productive investment, the applicant shall repay the contribution from the EAFRD Funds if within (5) years of the final payment to the beneficiary or within the period of time set out in State aid Rules, where applicable, it is subject to any of the following:

- a cessation or relocation of a productive activity outside the programme area;
- a change in ownership of an item of infrastructure which gives to a firm or a public body an undue advantage;
- a substantial change affecting its nature, objectives or implementation conditions which would result in undermine its original objectives.

### **25. Publicity**

In case of information and publicity, the main beneficiaries must abide by the provisions of Part 2 of Commission Implementing Regulation (EU) No. 808/2014, as well as any Publicity/Visibility Guidelines that may be provided by the MAGF through MA.

In order to meet the requirements of the EAFRD Regulations, beneficiaries must ensure that adequate publicity is given to the project with a view to:

- Making potential participants aware of the opportunities afforded by it;

- Making the general public aware of the role of the Community in relation to the project;
- Ensure transparency of the assistance concerned.
- As an example, materials used by the Beneficiary and major correspondence, including contracts signed with third parties must include any acknowledgement of EAFRD support.
- Any publicity material, such as advertisements, billboards and information leaflets about EAFRD co-financed projects must acknowledge this support.
- Publicity of individual projects must be incorporated into the project budget.
- Applicants are to be cautious when determining publicity actions for the project.
- Applicants should also ensure that the project benefits from any free publicity and that anything that will be proposed to be funded under the project is either obligatory or adds value to the results of the project, taking into account the value for money principle. In this regard, publicity measures of individual projects should take into account the nature of the project and must be relative to the size and objectives of the project.
- The Beneficiary should note that publicity may only be used to increase awareness of what EU funds are used for and to disseminate results. Publicity measures undertaken must be project specific.
- Publicity and information measures must not be used as a marketing tool to promote an organisation, its products, services or infrastructure. Where a project includes an element of marketing, this must be used to complement but not replace the project's obligatory information and publicity measures.
- Marketing efforts should be included as a separate activity in the project and as a separate budgetary allocation and justified accordingly. The Applicant may also make reference to the 'Visual Identity Guidelines' that may be downloaded from the below link:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/European%20Agricultural%20Fund/Pages/Links%20and%20Downloads/Publicity.aspx>

## **26. Data Protection**

MAGF has the duty to protect data provided in the Application Form. Any queries regarding Data Protection matters should be brought to the attention of the MAGF. The officer in charge can be contacted by e-mail on: [galmajjstral@gmail.com](mailto:galmajjstral@gmail.com)

## **27. Retention of Documents**

The applicant is to retain all documentation in a project file (required to ensure any adequate audit trail) safely stored.

All documents pertaining to the implementation of the project must be retained by the applicant for at least five (5) years following the end of the programming period. This is to facilitate audits and the ex-post evaluation of the programme.

## **28. Basic Terms and Conditions**

If a project application is successful, EU Funds will be offered on rigorous terms and conditions, which will be stipulated in the Grant Agreement. In accepting the offer of EU Funds, the Applicant will take on responsibility for compliance with these terms and conditions. These include requirements to demonstrate satisfactory progress in delivering what the project has set out to achieve and adherence to an agreed pattern and time schedule of spending. Failure to meet these conditions and any false information given in the application may lead to the EU Funds being withdrawn and any EU Funds paid being recovered from the Applicant.

All projects are subject to management verifications, audits carried out by auditors (including by the Internal Audit and Investigations Department (IAID), the European Court of Auditors and the European Commission (EC) auditors), evaluations (programme evaluators) and inquiries by DG OLAF. Officials from the MAGF, ARPA and MA and other horizontal stakeholders would also have rights of access to the project and all relevant documentation. Such officials could carry out spot checks (physical and documentary) to establish that sufficient progress is being made in line with the Grant Agreement and that the Beneficiary has put in place systems of management and control that ensure the efficient implementation of the project in line with the relevant Regulations and Procedures.

If the project is selected for funding, the Applicant would be bound by the principles of transparency, good governance, sound financial management and the relevant national regulations.

By submitting the Application, the Organisation is giving its automatic consent to publishing (including on the internet) the details of the Organisation and the project (including budget and implementation period) in line with the obligations in the relevant Council and Commission Regulations.

The applicant should also be aware of the durability clause enshrined in Article 71 of Regulation 1303/2013, which states that an operation retains the contribution from the EAFRD only if that operation does not, within five years from the final payment of the competent authorities, undergo a substantial modification.

The applicant is to declare whether an application for part or all of the proposed project has been submitted for assistance under any other Community Source including European Regional Development Fund (ERDF), Cohesion Fund (CF), etc. If in the affirmative the applicant is required to indicate all relevant details.

The applicant organisation should note that if the project is accepted, the applicant will be automatically giving his/her consent to have all the documents and data related to the project, (including name of project leader and other persons relevant to the project, invoices, receipts and documents related to contracts etc...) made available to all the relevant stakeholders including third party evaluators and auditors involved in the EAFRD fund system. The LAG reminds the Applicant that it is the responsibility of the Applicant to inform any third parties (including contractors) that all data and information relating to the project will be shared with other stakeholders, local and European.

The chosen entity must ensure that all activities are carried out in compliance with applicable national and community rules and any other mandatory requirements as laid down in the Rural Development Programme for Malta (2014-2020). Failure to do so will result in penalties with respect to the grant received plus interest accrued according to the law.

In case where a Planning Authority (PA) permit is required, the valid PA permit and approved drawings or the application submitted to PA and related drawings have to be presented as part of the documentation with the application. Grant agreements for projects in need of such permits will only be signed once the valid PA permit is granted. MAGF reserves the right to reject any project if the PA permit is not presented in time to allow the project to be completed by not later than 1 year from signature of contract agreement.

Once the applicant endorses the contract with the LAG, the applicant will be automatically be giving its consent to the publication of data related to the payments that the ARPA will eventually be affecting. This will be in line with Regulation (EU) 1306/2013 of the European Parliament and of the Council. The regulation requires all Member States of the European Union to publish details of beneficiaries, who received payments under the CAP.

## 29. Selection criteria and Sub-criteria

	SELECTION CRITERIA	Maximum POINTS
<b>1. Relevance to the objective of the measure (max. 20 points)</b>		
a	Evidence of touristic value of the aspect/ asset to be promoted	10

b	Evidence of cultural value of the aspect/ asset to be promoted	5
c	Evidence that the activity capitalises on local knowledge	5
<b>2. Link to the territory (max. 20 points)</b>		
a	Evidence that the aspect/ asset to be promoted has a historical link to the area	10
b	Evidence that the aspect/ asset to be promoted is/are linked to other objects of cultural value in the same area	5
c	Evidence that the aspect/ asset to be promoted is/are linked to other objects of touristic value in the same area	5
<b>3. Type of project (max. 20 points)</b>		
a	The project is an integrated project in that incorporates the achievement of more than one objective <sup>2</sup>	5
b	The project is area-based and targets more than one object/site of interest within the same area	5
c	The project is a co-operative project; in that it involves three or more local actors	10
<b>4. Social impact on the Community (max. 15 points)</b>		
a	The project shall result in an increase in revenue for businesses	10
b	The project shall include initiatives favouring vulnerable groups	5
<b>5. Preparedness (max. 15 points)</b>		
a	Evidence that the necessary consultation with stakeholders and business operators (e.g. in tourism sector) has taken place	10
b	Evidence that the proposed project is fully compatible with the policies and objectives of Malta's tourism policy, including rural tourism policies, on the basis of consultations and communications with the relevant competent authorities	5
<b>6. Sustainability of the Project (max. 10 points)</b>		
a	Evidence that the project has a neutral or positive impact on the environment and the climate	5
b	Evidence that the project has a neutral or positive impact on gender and other forms of non-discrimination policies	5
<b>TOTAL:</b>		<b>100 points</b>

To be considered for funding or to be placed on the reserve list, a project must pass all the eligibility criteria (refer to Section 5 of these Guidance Notes) and must also obtain **50 marks** out of the total marks allocated to the selection criteria. Please note

<sup>2</sup> Refer to 'The Local Development Strategy for the Majjistral Action Group Foundation Territory' - Measure 1 Clause 2d): Contribution to cross-cutting objectives of the rural development programme



that in relation to the above, for every criteria there are sub-criteria which the Project Selection Committee will be using to mark the projects.

### 30. Application requirements checklist

#### *List of requirements and annexes Checklist*

1.	One (1) original and one (1) hard copy of the signed project application form and soft copy of the application form saved both in WORD (.doc or .docx) and pdf format including also the supporting documentation	<i>Applicable to all applicants</i>
2.	Front and back copy of ID Card of Project Leader	<i>Applicable to all applicants</i>
3.	Signed letter of Intent by the entity's official representatives or by the Committee or the majority of the committee appointing the Project Leader	<i>Applicable to all applicants</i>
4.	Title Deeds/Lease or other form of contract for Project Location	<i>If applicable</i>
5.	Owner's Consent in the case of a lease/management agreement/guardianship or any other form of contract for the works to be carried out	<i>If applicable</i>
6.	Signed declaration from owner of the premises specifying the address from where the applicant will be delivering any proposed service or where the investments will be kept for the following 5 years from projected completion date (in cases of investments that are NOT related to the infrastructure)	<i>If applicable</i>
7.	Section 6f of the application duly filled	<i>Applicable for VOs/NGOs and Private Entities</i>
8.	Section 6h of the application duly filled	<i>Applicable for Local Councils only</i>
9.	Copy of Voluntary Organisation (VO)/Non-governmental Organisation (NGO) Certificate  <i>The MAGF retains the right to request the latest signed Statute</i>	<i>Applicable for VOs/NGOs only</i>
10.	Financial Accounts for year ending 2021	<i>Applicable for VOs/NGOs only</i>
11.	PA permit and latest approved site plans and drawings related to the proposed investment	<i>If applicable</i>

12.	Copy of application with PA and proposed drawings and site plans related to the proposed investment	<i>If applicable</i>
13.	Declaration from architect and/or PA that the enhancement to premises or the proposed use does not require a permit issued from the PA/ERA	<i>If applicable</i>
14.	Copy of VAT Certificate	<i>If applicable</i>
15.	VAT declaration form (the applicant is to fill Part 1 of the Declaration Form and Annex 5)	<i>If applicable</i>
16.	<p>Itemised guaranteed quotations for all project costs which are not related to infrastructural investment – These quotations should include the date, reference, letterhead of the supplier, details of both supplier and applicant and VAT numbers. If the financial bid form is used, this must also contain the original signature of the bidder. All quotations must be dated not more than three months prior to the date on which the batch closes. The applicant has to opt for the cheapest quotation. If this is not the case the applicant will be reimbursed on the cheapest one.</p> <p><b><i>Only one quotation is required at application stage. Beneficiary is to follow ARPA guidelines prior to procurement.</i></b></p>	<i>Applicable to all applicants (subject to adherence to Procurement Guidelines issued by DLG)</i>
17.	A detailed signed Architect's Bill of Quantities in case of any structural works to be carried out (This BOQ should include the date, a detailed breakdown of all the works and signatures and must be dated not more than three months prior to the date on which the batch closes).	<i>If applicable</i>
18.	Signed and Dated Adjudication Report stating the chosen supplier/s, if a minimum of 3 quotations are submitted at application stage - to be signed by the project leader and another legal representative of the entity	<i>If applicable</i>
19.	Original, signed and dated declaration from a certified auditor, the organisation's head and the financial controller/treasurer (in the case of Local Councils the Mayor and Executive Secretary) confirming that the applicant is committed to the co-financing element (and the VAT element if applicable) and can match it from own financial resources (Annex 2) (dated not more than three months prior to the date on which the batch closes).	<i>Applicable for all applicants unless clause 20 refers</i>
20.	Original, signed and dated letter from a commercial bank, signed also by the organisation's head and financial	<i>Applicable for all applicants unless</i>

	controller/treasurer (in the case of Local Councils the Mayor and Executive Secretary) confirming that the applicant is committed to the co-financing element (and the VAT element if applicable) and has the availability of credit facility to match it (dated not more than three months prior to the date on which the batch closes).	<i>clause 19 refers</i>
21.	MFSA / Jobsplus Certificate	<i>Applicable for Private Entities</i>
22.	Audited financial statements of year 2021  <i>The MAGF retains the right to consult with the Director of Local Government to check that the co-financing as declared by the 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.</i>	<i>Applicable for Local Councils and Private Entities only</i>
23.	Memorandum and Articles of Association	<i>Applicable for Private Entities</i>
24.	Latest photographic evidence of the proposed investment	<i>If applicable</i>
25.	Section 8 of the Application – Declaration	<i>Applicable for all applicants</i>
26.	All sections of the application have been filled in	<i>Applicable for all applicants</i>
27.	Annex 1 – VAT Declaration Form	<i>If applicable</i>
28.	Annex 2 – Co-financing form	<i>If applicable</i>
29.	Annex 3 – Bank`s letter of Intent	<i>If applicable</i>
30.	Annex 4 – Financial Bid form	<i>If applicable</i>
31.	Annex 5 – Authorisation Letter	<i>Applicable for all applicants</i>
32.	Annex 6 – State Aid Declaration ( <i>De Minimis</i> )	<i>Applicable for Private Entities</i>

# Annex 1 – VAT Declaration Form

## Part I – Declaration by Beneficiary

1. Project Title

2. Beneficiary Organisation

3. Beneficiary Organisation Address

4. Name of Legal Representative

5. VAT no. (if any)

6. Brief Project Description

7. Does the organisation have any sales on which VAT is charged or zero rated sales (exempt with credit)?

Yes

No

If **NO**, the organization has no right of recouping VAT from the VAT Department.

If **YES**, please provide a short description of the sales on which VAT is charged.

**8. Please identify whether project is directly related to the sales on which VAT is charged or to sales which are zero rated (exempt with credit).**

Yes  No  Partial

If **YES**, for this activity, the organisation would be considered as a taxable person with an obligation for article 10 registration and would have the right of full deduction of input VAT attributable to the project in terms of article 22 of the VAT Act (Cap. 406, Laws of Malta), provided that the project would be entirely used for the purpose of such supplies.

If **NO**, for this activity, the organisation would either be considered as a taxable person doing exempt without credit supplies or a non-taxable legal person with activities outside the scope of VAT and for which registration under article 10 is not required and whereby there would be no right of input VAT deduction under the VAT Act.

If **PARTIAL**, for this activity, the organisation would be considered as a taxable person requiring article 10 registration and would have a partial right of input VAT deduction in terms of article 22 of the VAT Act.

**I declare that the above-mentioned information is correct.**

Signature and stamp of Beneficiary Organisation	Name of Legal Representative	Date
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For official use only:

**Part II – Declaration by VAT Division**

Based on the information reported by the Beneficiary in his declaration the VAT status of the beneficiary organisation vis-a-vis the activities envisaged under Technical Assistance is considered as:

Taxable person (right of full deduction)	<input type="checkbox"/>
Taxable person (partial right to deduct)	<input type="checkbox"/>
Taxable person (exempt with credit)	<input type="checkbox"/>
Taxable person (exempt without credit)	<input type="checkbox"/>
Non-taxable legal person (activities out of scope of VAT)	<input type="checkbox"/>

Signature and stamp of VAT Department Representative	Name of VAT Department Representative	Date
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## Annex 2 – Co-financing Form

**To:**  
**GAL MAJJISTRAL Foundation**  
**12, Triq it-Tullier,**  
**Attard. ATD 1631**

### Date

Dear Sir/Madam,

We refer to the application submitted by *(input name of applicant)* to apply for LEADER funds under the Rural Development Programme for Malta (2014-2020).

The application is being made for a total project cost of up to *(input total project cost)* of which 80% funding will be sought through the above-mentioned Programme. Resultantly an amount of *(input co-financing amount to be funded by the applicant any VAT amount if applicable)* will be directly funded by the applicant.

We confirm that *(input name of applicant)* has the available financial resource to meet its own co-financing obligation of *(input co-financing amount to be funded by the applicant any VAT amount if applicable)*.

Yours faithfully,

\_\_\_\_\_  
*Name and signature of Head/President of Organisation*

\_\_\_\_\_  
*Name and signature of Financial Controller/Treasurer*

\_\_\_\_\_  
*Name and signature of Certified Auditor*

### **Annex 3 - Recommended text for Bank letter of intent**

Our Ref:

Date

The Manager  
Majjstral Action Group Foundation  
12, Triq it-Tullier,  
Attard, ATD1631

Dear Sir,

We are informed that \_\_\_\_\_ has applied for an EU funded call. The Bank is interested and prepared to consider in terms of its credit policy, any application for financial support in connection with this project.

In particular, but without limiting the generality of the foregoing, our commitment to provide bank funding, as well as establishment of the conditions applicable to such funding, would only be possible after the following are carried out, to the Bank's satisfaction:

- A detailed assessment of the business and financial plans;
- A viability study of the project;
- A situation analysis, at the time of the application

Kindly note that this letter does not constitute a binding obligation upon the Bank and any application for credit facilities would be subject to a full formal credit analysis, in line with the Bank's normal lending criteria.

Yours faithfully,

Relationship Manager

## Annex 4 – Financial Bid Form

### Breakdown of Costs

Financial Bid in terms of [RfQ number]

**Beneficiary Details:** [Name, Address & VAT number]

**Contractor Information:**

Full Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ VAT number: \_\_\_\_\_ Quote Date: \_\_\_\_\_ Quote Number: \_\_\_\_\_

Item No.	Item Description	Quantity	Unit Price Excluding VAT	Total Price excluding VAT	VAT Rate	Total Price Including VAT
1	<i>(To be written by the Beneficiary – common for all bidders)</i>					
2						
<b>Total</b>						

a. Line Items to be quoted separately

b. The adjudication shall be carried out strictly in line with the items listed within the Financial Bid Form above

Stamp of Bidder/

Name of person representing the company

Signature of Bidder



**Rural Development Programme for Malta 2014-2020**

Part financed by the European Union  
Co-financing Rate:  
75% European Union; 25% Government of Malta



***The European Agricultural Fund for Rural Development:  
Europe investing in rural areas***



## **Annex 5 – Authorisation Letter**

*(Letterhead of Beneficiary Entity)*

Mr. Gerald Vella

Majjistral Action Group Foundation

12, Triq it-Tullier

Attard ATD 1631.

*(Insert Date)*

***(Project Title)***

Dear Mr. Vella,

I hereby authorise you, as MAGF manager, to request information from the VAT Department on the VAT status of *(name of entity applying for the grant)* through the submission of the VAT Declaration Form, which is attached to this application.

I also authorise you, as MAGF manager, to request information from the Office of the Commissioner for Voluntary Organisations regarding compliance of *(name of Voluntary Organisation applying for the grant)* as at application date.

Yours sincerely,

\_\_\_\_\_  
*Name and signature of Head/President of Organisation*

\_\_\_\_\_  
*Name and signature of Project Leader*

## **Annex 6 – State Aid Declaration (*De Minimis*)**

### *Measure 3 of the MAGF LEADER Programme*

#### *Promotion of the Cultural Heritage*

If the submitted application is approved, the project will benefit from *de minimis* State aid in line with *Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid*.

Commission Regulation (EU) No 1407/2013 allows a 'single undertaking' to receive an aggregate maximum amount of *de minimis* aid of EUR 200,000 under all *de minimis* aid measures, over a period of three 'fiscal years'. This aggregate maximum threshold applies in principle to all economic sectors with the exception of a 'single undertaking' performing road freight transport for hire or reward for which a lower *de minimis* threshold of EUR 100,000 over any period of three 'fiscal years' applies. The agriculture and fisheries sectors are subject to different thresholds and criteria. For the purpose of this declaration the term 'single undertaking' shall have the meaning as established in *Commission Regulation (EU) No 1407/2013*. Moreover 'fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this scheme and any other State aid measure granted under the *de minimis* rule. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The following is an indicative list of the possible forms of State aid:

- Grant from public bodies
- Loans or loan guarantees at favourable rates
- Tax benefits
- Waiving or deferral of fees or interest normally due
- Marketing and advertising assistance
- Consultancy, training and other support provided either free or at a reduced rate
- Aid for investment in environmental projects or research and development assistance
- Purchase, rent or lease of immovable property at less than market rate.

Potentially any assistance from a public body may constitute State aid. Should you have any doubts whether any public assistance received is *de minimis* aid, you should contact the agency or department from which the assistance was received in order to ascertain this.

Declaration

I declare that a comprehensive amount of *de minimis* aid received to date during the current fiscal year and the previous two years is:

Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Total
€	€	€	€

A breakdown of the source, type and amount of all *de minimis* aid received as well as that applied for from any State aid grantor, is presented overleaf.

_____	_____
Business Undertaking (Full Legal Name)	VAT Registration Number
_____	_____
Name and Surname (BLOCK CAPITALS)	Position in Establishment
_____	_____
Signature	Date

**Detailed information concerning Applicable State Aid under the *De Minimis* Rule**

*(Note: Information should include both State aid received as well as applications for de minimis State aid still pending approval by potential grantors)*

Date	Source/Grantor	Type of State Aid	Amount in €
<i>Eg: 12/01/2018</i>	<i>Central Government</i>	<i>Soft Loan Scheme</i>	<i>10,000</i>