



## **Information and Guidelines**

The Fund for Voluntary Organisations supports voluntary organisations (registered in Malta with the Office of the Commissioner for Voluntary Organisations and considered compliant) in their endeavour to reach out and work with vulnerable and disadvantaged individuals and communities. The Fund promotes collaboration between voluntary organisations by rewarding, with extra funds, joint projects that synergise efforts to promote accessibility to disadvantaged groups to a wide range of quality provisions and improved well being.

### **1. Allocation**

In 2017, the Fund will be allocating **One Million Euro** to social projects.

Total project cost will be composed of **90% MCCFF funding** and **10% co-financing**.

### **2. Duration of Projects**

The duration of the project submitted under this call shall be of **eighteen months**.

The project shall commence from the date of signing of the contract.

### **3. Priority Areas for Projects**

For the purposes of this call for applications, the Fund is adopting the UN Sustainable Development Goals as its priority areas. Applicants are strongly advised to read the application form's recommended literature before ticking the boxes.

#### **4. Who/What is not Eligible for the Award:**

- Organisations which do not have a registered address in the Maltese islands;
- Organisations which are not registered with the Commissioner for Voluntary Organisations;
- Organisations that have not presented their updated annual returns to the Commissioner for Voluntary Organisations and are thus not considered compliant;
- Research proposals
- Projects which are commercial in nature
- Organisations/Activities whose main objective is fundraising or political propaganda;
- Activities that would have already taken place before the result is notified to applicant(s);
- Applications which replicate Government initiatives;
- Incomplete applications;
- Applications which have been funded by other sources.

#### **5. Non-Eligible costs**

The following costs will not be considered for funding:

- Costs which are already covered through usual operational budgets (salaries, space which is owned/rented by the applicant or the partner/supporting organisation/individual) and are not specific to the project;
- Full or part reimbursement of existing salaries;
- Costs already covered by another funding programme, local or international. Double-funding of activities are not permissible.

Financial backing offered to the applicants by another entity, not specifically directed towards the implementation of the project, is permissible. If the applicant is found liable for seeking or receiving double-funding for project/activities proposed, agreement between applicant and MCCFF will be automatically terminated and any funds forwarded by the latter to the applicant shall have to be redeemed in full by the beneficiary within three months from the notification.

- Payments or expenditures that do not fall within the time-frame of the project. MCCFF accepts a thirty-day credit for payment of expenses (incurred during the time-frame of the project) after official termination of the project.
- Payments which are not justified by original, fiscal receipted invoices where applicable and other accounting documents of equivalent value. Expenditures are considered to have been made when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works).
- Recoverable VAT. Applicants are obliged to produce the VAT certificate confirming under which article the NGO is registered.
- Exchange losses;
- Fines, penalties and costs of litigation;
- Interest on debt, debt service charges and late payment charges;
- Charges on financial transactions;
- Costs related to purchase of land or real estate

## 6. Notes on Eligible Costs

Eligible direct expenditure for a project are those expenditures which are identified by the project as specific expenditures directly linked to the implementation of the project. The following direct expenditures may be eligible:

- 1) **staff costs:** the cost of staff specifically assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Claim of staff costs must include the following documentation: copy of the employment contract, letter of assignment in case of allocation of internal staff; detailed time-sheets (including tasks carried out in relation to project

implementation; payslips in connection with the period of claim; and staff costs calculator establishing hourly rate in case of partial allocation of staff hours.

- 2) **travel and subsistence allowance:** only the amount equivalent to economy tickets may be claimed. Per diem rates shall be in line with the rates stipulated by the European Commission (<http://ec.europa.eu/europeaid/sites/devco/files/perdiem-rate-20150318.pdf>), applicable for the period in question. Per diems shall be based on the number of nights and shall cover accommodation, meals and internal travel. Original boarding passes and e-tickets for travel and subsistence are to be presented as evidence.
- 3) **Full-cost coverage of new equipment:** deemed eligible if it is directly essential for the implementation of the project. An inventory list must be kept for potential analysis.
- 4) Costs related to **reconstruction, renovation, or refurbishment** of a real estate shall not exceed 40% of the other eligible direct costs of the project.
- 5) Costs related to **promotion and visibility.** Applicants should ensure that the logo of the Fund is included in all correspondence with third parties, on all presentations related to the project, and on vehicles, equipment and infrastructural works.
- 6) **Eligible indirect costs.** Indirect costs would be invoices clearly attached to the implementation of the project ie stationery and any other relevant admin costs.

The indirect costs incurred in carrying out the Action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract.

Applicants are expected to ask for quotes (three where applicable) for any subcontracted items and to produce service agreements.

## 7. Co-Financing

Co-financing should cover 10% of the project's total eligible costs. Co-financing can be in cash or in-kind (hours of voluntary work set at Euro10 an hour). Co-financing should be recognizable and clearly recorded. Activities and costs undertaken as part of other projects or budgets are not considered as co-financing.

In case of voluntary hours, calculated at EUR10 an hour, time-sheets of volunteers illustrating hours worked and work carried out should be presented with the reports.

## **8. Procurement Regulations**

While NGOs are not bound to the public procurement procedures of the Republic of Malta operating within the spirit of the public procurement is advisable in order to transmit transparent and fair processes ([contracts.gov.mt/en/Pages/Home-DepartmentOfContracts.aspx](http://contracts.gov.mt/en/Pages/Home-DepartmentOfContracts.aspx)).

## **9. Payments to Projects**

The first tranche, 40% of the grant, will be disbursed on the day of the signing of the contract. The second tranche of 35% will only be transferred to the beneficiaries' bank account if the Fund receives a positive recommendation from a team of evaluators who will be reviewing the interim reports presented by the beneficiaries at the end of the first year of the project. The third/final tranche, 25% of the total grant, will be transferred upon successful assessment of the technical and financial final report.

## **10. Mandatory documentation**

The documents below are mandatory:

- Four ring-bound copies of a complete and signed application form;
- Relevant supporting documentation as specified in the application document, also ring-bound;
- CD (or USB stick) containing the filled-in application form and the supporting documents.

It is the applicants' responsibility to submit all the necessary documentation, as outlined above, by the indicated deadline. Late or incomplete applications will not be accepted. A decision on funding will be made on the strength of the submitted information.

Application packages will not be returned to applicants.

## **11. The Evaluation Process**

The evaluation of the applications will start as soon as the deadline for applications is over. The Board which administers the Fund is responsible for the evaluation process.

The evaluation sessions are preceded by a pre-evaluation screening process carried out by the Evaluation Board. The pre-evaluation screening establishes the eligibility of the projects. Projects which are not eligible will not be considered for evaluation.

Once eligibility is established, the applications will first be evaluated individually and then in groups of two. Results are reconciled within the groups of two and then discussed within the Evaluation Board.

A recommended list of beneficiaries is then presented to the Supervisory Council of the MCCFF by the Chairperson of the Evaluation Board for approval.

The decision of the Supervisory Council is communicated to the Commissioner for Voluntary Organisations, where the list of beneficiaries is checked for legal compliance. Beneficiaries will be notified as soon as the Fund receives an official note of clearance from the Commissioner.

Non-beneficiaries will have one week to appeal the result. The result will become final and public as soon as the appeals process is over.

## **12. Evaluation Criteria**

### **1. Quality of Application**

*Is the information  
shared by the  
applicant/s well  
organised, clearly  
articulated and in direct  
response to the  
questions asked by the  
application?*

*Is the information  
supplied in line with the  
guidelines?*

*Is the application well-documented?*

**Max marks : 10**

## **2. Project Aims**

*Are the aims of the project well articulated?*

*Are the aims in synch with the priorities ticked by the applicant/s?*

**Max marks : 5**

## **3. Project Management**

*Is the project feasible and realistic, given the two-year time-frame?*

*Is the workplan of the project well presented in terms of specific steps, their time-frames, responsibilities attached to each step and funding for each step?*

*Is the project substantial and robust?*

**Max marks : 40**

## **4. Budget**

*Is the budget realistic, considering the objectives and deliverables of the project?*

*Is budget sufficiently detailed in terms of information provided?*

*Are all costs presented in the budget section eligible?*

*Is co-financing included in the budget?*

*Is there proportionality of costs in relation to the proposed targets?*

**Max Marks: 35**

## **5. Visibility and Sustainability**

*Does the visibility plan give sufficient public credit to MCCFF?*

*Is the project sustainable beyond MCCFF funding?*

**Max Marks: 10**