

UFFIĊĊJU TAD-DEPUTAT
PRIM MINISTRU
MINISTERU GĦALL-AFFARIJET EWROPEJ

SEGRETARJAT PARLAMENTARI GĦALL-
PRESIDENZA UE 2017 U GĦALL-FONDI
EWROPEJ



MALTA

OFFICE OF THE DEPUTY
PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR THE EU
PRESIDENCY 2017 AND EU FUNDS

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

29th September 2016

National Requirements in relation to the first call for project proposals under the Italia-Malta Programme

As the Maltese National Contact Point of the above-mentioned Programme, the Funds and Programmes Division within the Ministry for EU Funds and the Electoral Manifesto is obliged to confirm to the Programme's Joint Secretariat that the eligibility requirements of applicants from Malta are in line with the requirements set on a Programme and national level. In this regard, as project partners in the project proposals submitted under the Programme in caption, you might be requested to furnish the following documentation / information in connection with your project proposal:

- i. Project remit falls within the mandate of the beneficiary;
- ii. VAT declaration;
- iii. Copy of the final application form (including the respective Annexes).

In addition to the documents mentioned above, all applicants, with the exception of public entities¹, have to provide the following documentation to FPD:

- iv. Confirmation of their legal status; and
- v. Proof of 100% financing of the total project cost.

The above listed documents shall be provided as explained in the following points. Please note that, in exception of the VAT declaration template that shall be enclosed with the FPD's request for such information, no standard templates exist for the requirements listed below.

¹ This does not include bodies governed by public law, which are defined as follows: 'bodies governed by public law' means bodies that have all of the following characteristics:

(a) they are established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character;

(b) they have legal personality; and

(c) they are financed, for the most part, by the State, regional or local authorities, or by other bodies governed by public law; or are subject to management supervision by those authorities or bodies; or have an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law.

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i. Project remit within the mandate of the beneficiary

Applicants must be publicly mandated to carry out the task of the project; the project's remit must fall within the mandate of the entity. In this regard, a declaration by the Ministry, under whose portfolio the applicant falls, is required, explaining how the proposed project fits within the entity's remit. This should be endorsed by the Permanent Secretary within the respective Ministry. In the case of private entities, a declaration must be provided by the entity's legal representative e.g. CEO or equivalent.

ii. VAT declaration

Applicants are requested to liaise with the VAT Department regarding their respective VAT status. The standard format of this declaration shall be enclosed with the FPD's request for further information for your perusal. Please provide the filled and signed declaration to FPD within the stipulated deadline.

iii. Copy of the application form

A soft copy of the final application form is to be provided to FPD.

iv. Confirmation of legal status

Bodies governed by public law are to provide their statute / legal framework.

Private non-profit bodies have to provide their legal framework as well as their registration as Voluntary Organisations.

Private profit-making entities should provide their Memorandum of Association (and Articles, if applicable), or equivalent, and the Certificate of Registration with the Registrar of Companies, in the case of limited liability companies.

v. Proof of financing

Beneficiaries must ensure that they have the financial capacity to implement their project in its entirety (100%), irrespective of any advance payments. In this regard, all applicants, with the exception of public entities, must provide a set of audited accounts for the last three (3) financial years. If these are not available for Financial Year 2015, the Management Accounts 2015 of the entity are to be provided.

Timely submission of the documentation

It is important that all the above is provided within the deadline stipulated in the FPD's request for such information. Should this not be the case, the FPD might not be in a position to support your project during the selection process.

Thank you for your cooperation.