



Small Initiatives Support Scheme 2013
under the Voluntary Organisations Fund
within the Malta Council for the Voluntary Sector

Application Form

ANNEX I

Application for:
Small Initiatives Support – VO Fund
Version valid as of October 2013

| | |
|-----------------------|--------------------------|
| Project number | |
| For Official Use | Postmark/Date of receipt |

Small Initiatives Support - VO Fund

Please fill in all relevant sections of this application. It is compulsory to annex ALL documents requested in the check list.

Please consult the Guidelines for Applicants to find all the information you to fill in this application form.

Part I. Project identification and summary

| | |
|---|--------------------------------|
| Name of the applicant | |
| Please indicate the name and acronym of the applicant organisation. | VO Enrolment Number VO..... |

| |
|---|
| Title of the project |
| Please give a short title to the project. |

| | |
|---|--------------------------|
| Type of Activity | |
| Please tick the box corresponding to the project for which you are submitting this application. | |
| Training Courses for the public and volunteers | <input type="checkbox"/> |
| Events such as exhibitions, festivals etc. | <input type="checkbox"/> |
| Web Site | <input type="checkbox"/> |
| Publications | <input type="checkbox"/> |
| Other (Please specify) _____ | <input type="checkbox"/> |

Duration of the project

Please indicate the total duration of the project from preparation to completion.

Start date of the project:
(date when the first costs incur)
Costs incurred should be after the date of the signing of the Grant Agreement

End date of the project:
(date when the last costs incur)
Costs incurred should be not later than 12 months of the signing of the Grant Agreement.

Total duration of the project (in months):

Place where the project will take place

Name of location

Relevance to the general objectives of the Small Initiatives Support – VO Fund

Please tick relevant box(es).

- a) to stimulate co-operation and networking between voluntary organisations;
- b) providing a consultative forum that can effectively address issues related to the Voluntary Sector;
- c) provide a platform from which to develop co-operation between voluntary organisations and the Government;
- d) to promote and encourage a culture of volunteering and the participation in volunteer activities among people, especially children and youths, as an aspect of personal and social development; and
- e) to foster co-operation in the volunteer sector with local and international bodies, entities or other persons for the encouragement and promotion of the development of volunteering programmes, initiatives and activities;
- f) to encourage, in furtherance of the principle of subsidiarity, non-governmental bodies and private entities or persons and local councils to contribute to the promotion of volunteering in Malta.

Relevance to the priorities of the the Small Initiatives Support – VO Fund

Please tick relevant box(es).

- Volunteering

This priority is intended to encourage projects aimed at raising awareness of the value and importance of volunteering as a form of active engagement and as a tool to develop or improve competences for personal, social and professional development.

- Inclusive Volunteering

This priority is intended to encourage projects addressing the issue of poverty and marginalisation and encouraging people's awareness and commitment to tackling these issues for a more inclusive society. In this context, special emphasis shall be placed in particular on the inclusion of migrants, disabled young people, and other marginalized minorities.

- Hate Speech

This priority is intended to encourage projects aimed at reducing hate speech and at combating racism and discrimination in all its forms.

- Environmental challenges and climate change

This priority is intended to encourage projects aimed at raising people's awareness and mobilization around global environmental challenges and climate change as means to encourage the development of 'green' skills and behaviors especially among young people and youth workers and their commitment to a more sustainable growth.

- Arts and Culture

This priority is intended to encourage projects aimed at raising people's awareness to the various aspects of the artistic and cultural heritage through various local initiatives.

- Sports

This priority is intended to encourage projects aimed at raising people's awareness of the sport sector, highlighting its contribution to healthy living and social development.

- Health

This priority is intended to encourage projects aimed at raising people's awareness and mobilization to support new challenges faced by the community in relation to the health sector.

- Education

This priority is intended to encourage projects addressing the issues related to education with special focus on the support of marginalised and more challenged groups in the community.

Summary of the project

Please give a short description of your project (approximately 10-15 lines) including the target dates of the key activities.

Please note that if your project is approved, this paragraph may be used for publication. Therefore be accurate and include the venue(s), the type of project, the objectives and priorities, the duration in months, the number of participants, the implemented activities and the methods applied. Please be concise and clear.

Part II. Applicant

| A. Details of the applicant | |
|------------------------------------|--|
| Name of Organisation | |
| Street address | |
| Postcode | |
| Locality | |
| Country | |
| Telephone | |
| Email | |
| Website | |

| <i>Person authorised to sign the contract on behalf of the applicant (legal representative)</i> | |
|--|--|
| Family name (<i>Ms/Mr</i>) | |
| First name | |
| Position/function | |

| <i>Person in charge of the project (contact person)</i> | |
|--|--|
| Family name (<i>Ms/Mr</i>) | |
| First name | |
| Position/function | |
| Email | |
| Telephone/mobile phone | |

If the organisation has in the last three years acquired funding for projects both from local Public Funds or EU Funds, fill in the table below:

| <i>Year of Funding</i> | <i>Type of Funding</i> | <i>Amount in €</i> |
|------------------------|------------------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Part III. Project description

The points below are intended to serve as a guide for your description of the proposed activities. The information that is requested will be very important in the selection process, and later for the running of the project. If more space is needed, please extend boxes.

Objectives and priorities:

Please explain the context, the origin and the objectives of your project and in which way it meets the objectives and the priorities of the Small Initiatives Support - VO Fund

Project's design:

Please indicate:

- the activities foreseen throughout the project for its implementation, including preparatory and evaluation activities,*
- an indicative timetable of the planned Activity.*

Impact, multiplier effect and follow-up:

Please explain the expected impact on and the local community involved in the project and which measures are foreseen to attain this impact. In a long term perspective, please describe how you plan to achieve a multiplier effect and sustainable impact.

Visibility:

Apart from the compulsory use of the SIS Logo, please describe:

- how you will ensure the visibility of the project;*
- how your project will provide clear promotional added value for the Volunteer Sector in general*

Part IV. Budget (ALL ITEMS IN EUROS)

For further information please consult the Guidelines for Applicants. Please note that the VO Fund may modify the amounts indicated in the grant request according to the funding rules of the Programme Guide.

| A. Grant requested from the Small Initiatives Support - VO Fund | |
|--|---|
| Amount requested from the Small Initiatives Support - VO Fund | € |

| B. Activity costs <i>Please state clearly all type of estimated costs.</i> | |
|--|---|
| - estimated expenses linked to the project: material, equipment, venue, etc; | € |
| - estimated expenses linked to the organisation of activities (promotion, advertisement, rental costs, speakers, fees paid to external service providers* etc); | € |
| - staff costs limited to a maximum of 15% of the allocated total direct cost | € |
| - hospitality (catering) costs limited to a maximum of 10% of the allocated total direct cost | € |
| Total direct costs | € |
| <i>Indirect Costs - other estimated expenses directly linked with the project implementation (administration, local transports, postage, photocopying etc); not exceeding 5% of the above total direct costs</i> | € |
| Grand TOTAL | € |

* external service providers refer to persons rendering a service to the organisation who are not members of the applicant organisation

Part V. Signature of the legal representative

The applicant undertakes to inform the VO Fund Board of all changes affecting this application.

The applicant allows the VO Fund to make available and use all data provided in this application form for the purposes of managing and evaluating the Small Initiatives Support - VO Fund. All personal data collected for the purpose of this project shall be processed in accordance with the Data Protection Act.

Applicant

Any one of the legal representatives indicated by the statute of the applicant organisation

| | |
|---|--|
| Name and Surname in capital letters: | |
| Position of Signatory (position held as at the date of signing of this Grant Application) | |
| Date: | |
| Signature: | |

Part VI. Declaration on honour

To be completed by the person authorised to enter into legally binding commitments on behalf of the applicant.

I, the undersigned, hereby request a grant from the Small Initiatives Support - VO Fund of EUR to implement the action covered by this grant application.

I certify that all information contained in this application, including project description, is correct to the best of my knowledge and am aware of the content of the annexes to the application form.

I confirm that my organisation has the financial and operational capacity to complete the proposed project.

I confirm that my organisation has taken the appropriate measures to ensure the protection and safety of participants directly involved in the project.

I take note that grants may not be awarded to applicants who are in any of the following situations:

(a) if they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) if they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) if they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the contract is to be performed;

(e) if they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation;

(f) if following another procurement procedure or grant award procedure financed by the Government or the European Commission, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

(g) if, on the date of the grant award procedure, they are subject to a conflict of interest;

(h) if, on the date of the grant award procedure, they are guilty of misrepresentation in supplying the information required by the VO Fund Board as a condition of participation in the grant award procedure or fail to supply this information.

I confirm that neither I nor the organisation for which I am acting as legal representative are in any of the situations described above, and am aware that disqualification and/or legal steps may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the VO Fund through the Malta Council for the Voluntary Sector to publish on its internet site or in any other appropriate medium:

- The name and address of the beneficiary of the grant;
- The subject of the grant;
- The amount awarded.

By signing this application form, I accept all the conditions set out in the Small Initiatives Support - VO Fund published on the website of the Malta Council for the Voluntary Sector.

Date (day/month/year):

Signature:

Name in capital letters:

*Stamp of the applicant
(if available):*

Position/function:

Check list

Before submitting this application form to the VO Fund Board, please check that the following documents are enclosed:

- The application form, duly completed and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant (signatures required in Parts VI and VII of this form)
- Estimated timetable of the planned activity
- Copy of the certificate of enrolment with the Commissioner for Voluntary Organisations
- Copy of the financial statements and the annual return of last financial year submitted to the Commissioner for Voluntary Organisations as per Commissioner's guidelines. Organisations registered with the Commissioner for Voluntary Organisations in 2011 shall present the last financial statements as endorsed in their last Annual General Meeting.