

MINISTERU
GHALL-AFFARIJET
BARRANIN



MINISTRY
FOR FOREIGN
AFFAIRS

MALTA

2017 Call for Official Development Assistance

Application Form

The information you provide in your application form will be used to check the eligibility of your project for approval of the grant. If there is insufficient space to answer any question, please continue on a separate sheet and attach to your Application Form.

Applicants are to check that **all** necessary supporting documents are submitted together with this form. Following submission, the Development Unit may request additional material. The Applicant has 15 days to submit the requested information for the Application to remain valid. **Only Application Forms submitted in soft and hard copy version, together with the supporting documentation presented by hand or by registered mail to the Ministry will be accepted by the set deadline.**

Should you have any queries regarding the compilation of this form, kindly contact the Development Unit at the Ministry for Foreign Affairs, Palazzo Parisio, Valletta or e-mail to development.mfa@gov.mt or call 2204 2392, 2204 2383, 2204 2225, 2204 2275.

Only Organisations that are enrolled with the Commissioner for the Voluntary Sector and are in compliance with the same Commissioner can apply.

Organisations that received ODA funding pre-2015 and which have outstanding reporting/financial issues with the Ministry, will be considered ineligible.

Funding will not exceed 75% of the eligible project costs.

Following a pre-selection exercise, applicants will be asked to attend for an interview.

The deadline to submit the Application Form is Friday, 20th January 2017

This Application form is free of charge and submission of this application form with a proposal is also free of charge.

Selection criteria

More favourable consideration will be given to projects that meet the following criteria)

1. Targeting priority region in accordance with Malta's ODA policy (2014-2020).
2. In line with Malta's ODA Policy including Agenda 2030 for Sustainable Development (SDGs).
3. Partnership with other organisation/s.
4. Involvement of local beneficiary community in project design and implementation.
5. Capacity of the applicant (Technical and Financial Capabilities, previous experience in projects of similar scope and nature)
6. Characteristics of Project: Sustainability and innovation

Please complete this Application Form in type.

Name of Organisation

Project Title

Project Cost

Total Project Cost in €	Requested Co-Financing

Are there any partners involved with the applicant organisation?

- Yes (List the Name/s)_____
- No

PART 1 –Details of the applicant

1.1 The Applicant (tick only one box where applicable)

Registered NGO Vo. Registration No. _____

1.2 Applicant's Details

Title: (Mr/Ms - other please state)	
First Name and Surname	
Position within the organisation	
Head of Organisation	
Address	
ID Card/Passport Number	
Fixed Line Telephone Number	
Mobile Telephone Number	
Email Address	

PART 2 –Details of Partner Organisation

2.1 The Partner (tick only one box where applicable)

Registered NGO Vo. Registration No. _____

Others: _____

2.2 Partner Organisation's Details

Title: (Mr/Ms - other please state)	
First Name and Surname	
Position within the organisation	
Head of Organisation	
Address	
ID Card/Passport Number	
Fixed Line Telephone Number	
Mobile Telephone Number	
Email Address	

2.3 Role of project partner/s

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2.4 Details of person/s to be contacted regarding the application (if different from section 1.2)

Title: (Mr/Ms/other please state)	
First Name & Surname	
Position within the organisation	
Address	
ID Card/Passport Number	
Fixed Line Telephone Number	
Mobile Number	
Email Address	

Title: (Mr/Ms/other please state)	
First Name & Surname	
Position within the organisation	
Address	
ID Card/Passport Number	
Fixed Line Telephone Number	
Mobile Number	
Email Address	

2.5 If the organisation has in the last three years acquired funding for projects from Public, EU Funds or other funds, please fill in the table below:

Year of Funding	Type of Funding	Amount in €

2.6 Organisation's Mission Statement

2.7 Staff/ Size of the Applicant Organisation

Part 3 – Project's Objectives

3.1 Project Location:

- Priority Areas:**
- North Africa
- Sub-Saharan Africa
- Palestine
- Others _____ (Please specify geographic region)

3.2 Provide a brief description of the country and region in which the tabled project shall take place in:

3.3 Main area/s of activity of the proposed project (Please indicate which SDG/s does your proposed project reflect):

- Goal 1 End poverty in all its forms everywhere
- Goal 2 End hunger, achieve food security and improved nutrition and promote sustainable agriculture
- Goal 3 Ensure healthy lives and promote well-being for all at all ages
- Goal 4 Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
- Goal 5 Achieve gender equality and empower all women and girls
- Goal 6 Ensure availability and sustainable management of water and sanitation for all
- Goal 7 Ensure access to affordable, reliable, sustainable and modern energy for all
- Goal 8 Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
- Goal 9 Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
- Goal 10 Reduce inequality within and among countries
- Goal 11 Make cities and human settlements inclusive, safe, resilient and sustainable

- Goal 12 Ensure sustainable consumption and production patterns
- Goal 13 Take urgent action to combat climate change and its impacts*
- Goal 14 Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- Goal 15 Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
- Goal 16 Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
- Goal 17 Strengthen the means of implementation and revitalize the global partnership for sustainable development

3.4 Sector of Activity in line with Malta's ODA Policy (please tick where applicable)

Sector of activity

- Democratisation and Good Governance
- Migration and Asylum
- Education, Training and Human Capacity Development
- Health
- Gender Equality
- Vulnerable Groups
- Climate Change
- Water
- Information and Communication Technologies and Research
- Trade and Investment
- Other (please specify in line with Malta's ODA Policy and Agenda 2030 SDGs) _____

Part 4 - Project Details

4.1 Project summary (not more than 200 words)

4.2 List in detail the proposed activities

[Empty rectangular box for content]

4.3 Proposed Outcomes: What will be the final result/s upon completion of the proposed project?

[Empty rectangular box for content]

4.4 What human resources/inputs are required to achieve the stated result/s?

[Empty rectangular box for content]

Part 5 – Implementation Plan and financial details

5.1 Project Timetable

(Not exceeding twelve months beyond the signature date of the Letter of Commitment)

- (a) Proposed project start date: _____
- (b) Proposed project completion date: _____

5.2 Funding

- Co-funding from own financial resources (**Please provide adequate evidence to support this statement e.g. bank statements or other equivalent**) _____
- Funding from other sources (Please Specify) _____

- 5.3 Explain how the proposed project/initiative is in line with the objectives of the Malta Official Development Assistance Policy, Agenda 2030 SDGs and other elements in the selection criteria.

5.4 Please describe in detail the role of the project partners and the local community in the project implementation.

5.5 Project's visibility and publicity measures

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5.6 Please provide further information which supports your application for this grant

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5.7 Please provide information on how sustainable and innovative your project is

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PART 6: Signature

Name of Organisation (in Block Letters)	
Signature	
Date	

Declaration

Declaration 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 ODA Fund EUR to implement the action covered by this grant application.

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 of the application form.

My organisation has the financial and operational capacity to complete the proposed project.

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 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 Ministry for Foreign Affairs 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 Ministry for Foreign Affairs to publish on its internet site or in any other appropriate medium:

All Information gathered from this application is held in accordance with the Data Protection Act. (*Cap. 440*).

By signing this application form, I accept all the conditions set out in the ODA conditions published on the website of the Ministry for Foreign Affairs.

Date (day/month/year):

Signature: _____

Stamp of the applicant (if available): _____

Name in capital letters: _____

Position/function: _____

Supporting Documentation

Supporting documentation required with regard to the applicant:

- Certificate of VO Registration
- Copy of applicant/s identification documents (valid ID card/Passport)
- Copy of Plans (in case of infrastructural works)
- Detailed budget breakdown (including for requested co-financing)
- Time line
- Power of Attorney (*where applicable*)
- Bill of Quantities (*in case of infrastructural projects*).
- Annual Accounts (2015) or an Affidavit duly notarized by a Notary Public justifying absence thereof
- Impact assessment, if applicable

PLEASE NOTE:

Part or all of the information you provide will be held on electronically. This information will be used for the administration of applications and for monitoring reports. The Ministry has the right to share information with other government departments, agencies and implementing bodies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.

The following costs are not eligible for Co-funding;

- 1 Administrative costs
- 2 Flight costs
- 3 Freight costs
- 4 Salaries to applicant organisation (except for community based partners where they are directly involved in the project).

Please return your completed application form, in soft and hard copy, along with the necessary documentation by hand to:

**Development Unit
Ministry for Foreign Affairs
Palazzo Parisio
Merchant Street, Valletta,
Malta**