

# BE ACTIVE SCHEME – DEVELOPING IDEAS TOGETHER

*YOUR GUIDE TO BE ACTIVE – 2019*

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## **PART A GENERAL INFORMATION about the Be Active Scheme**

### **1. INTRODUCTION**

The Be Active Scheme is an initiative managed and administered by Aġenzija Żgħażaġh within the Parliamentary Secretariat for Youth, Sport and Voluntary Organisations.

This call for proposals is being issued by the Aġenzija Żgħażaġh under the Be Active scheme. The guidelines for the Be Active Scheme (2019) are published on the Aġenzija Żgħażaġh website ([www.agenzjazghazagh.gov.mt](http://www.agenzjazghazagh.gov.mt)) and the funding portal [www.vofunding.org.mt](http://www.vofunding.org.mt). The guidelines constitute an integral part of the call for proposals.

#### **1.1 AIM**

Through this call, Aġenzija Zghazagh aims to continue providing support to youth organisations in the development, planning, implementation and evaluation of projects that are aimed to provide opportunities for participation through active citizenship of their respective members as well as for the community and society.

The initiatives proposed from the organisation have to be in relation to at least one of the following themes:

- Human Rights
- Cultural Diversity
- Mental Health
- Intergenerational dialogue
- Tools for democracy

### **2. BUDGET ALLOCATION**

The maximum budget allocated to each initiative is of €2,000.

### **3. WHEN AND WHERE TO APPLY**

Deadline of submission of e-application is noon, 15th October 2018.

E-applications must be submitted to Aġenzija Żgħażaġh via the online portal: [www.vofunding.org.mt](http://www.vofunding.org.mt)

## **PART B ELIGIBILITY AND AWARD CRITERIA**

### **4. ELIGIBILITY CRITERIA**

Organisations have to:

- i. Provide a service to young people that are between 13 and 30 years of age.
- ii. Be officially registered as a Voluntary Organisation with the Commissioner for Voluntary organisations and compliant with the Commissioner for Voluntary Organisations as at date of application as per L.N. 372.
- iii. Be registered members of Aġenzija Żgħażaġħ.
- iv. Submit only one e-application per centre through which the Voluntary Organisation operates. Sub-accounts may be accessed by formal request of the legal representative of the organisation to the project coordinator.
- v. Submit projects which are to be implemented between 1st January 2019 and 30th September 2019.
- vi. Submit all information required at the point of e-application (including annexes).

### **5. EXCLUSION CRITERIA**

- i. Applications submitted by organisations who are declared as non-compliant to the LN 372 of 2012 by the Commissioner for Voluntary Organisations at point of application.
- ii. Applications which do not contain full information and annexes as requested by e-application and in these Guidelines and Regulations.
- iii. Applications that do not address the aims of the scheme.
- iv. Project activities which have been funded through another EU or national fund.
- v. Projects that have already taken place.
- vi. Projects of an intrinsically commercial, or self-sustainable nature.

### **6. AWARD CRITERIA**

Applications will be evaluated in relation to the following criteria:

- i. Relevance to the theme/s indicated on the proposal (15 marks)
- ii. Coherency and flow of proposal. (10 marks)
- iii. The active participation of young people (15 marks)
- iv. Impact, Multiplier effect and Follow-up (15 marks)
- v. Visibility (15 marks)
- vi. Link to the National Youth Policy Towards 2020 (10 marks)
- vii. Realistic budget. (Organisations can apply for projects that exceed the allocated budget of €2,000 as long as they state the total amount involved and clearly indicate the expenses that will be covered by the organisations. Project proposals should also show proof of costings related to project budget). (15 marks)
- viii. First time applicants (5 marks)

## **PART C FUNDING RULES**

### **7. FUNDING**

The budget of the project must be drafted according to the following funding rules. Eligible costs must be directly linked to the implementation of the proposed project or linked to the additional dissemination and exploitation of project's results.

#### **7.1 HOW MUCH FUNDING WILL BE ALLOCATED TO THE PROJECT?**

100% of eligible costs proposed will be allocated up to a maximum of €2,000.

#### **7.2 WHAT IS THE RULE OF ALLOCATION FOR PROJECTS UNDER THE BE ACTIVE SCHEME?**

Budget will be allocated provided that it is consistent with the budget presented in the e-application form and linked directly to the measures and activities outlined in the e-application form.

#### **7.3 WHAT ARE THE OBLIGATIONS FOR THIS FUNDING SCHEME?**

Upon signing the agreement with Agenzija Žghazagh, organisations will be given a soft copy of the Final and Financial report template. For each project the organisation needs to give:

- i. Full justification of the costs incurred (including quotations and bid analysis report where applicable), original invoices, cash sales and VAT receipts.
- ii. Outputs of achievements.
- iii. Clear outline of dissemination measures for each project outcome in final report.
- iv. Participation in Agenzija Zghazagh events.

#### **7.4 HOW WILL DISBURSEMENT BE EFFECTED?**

- i. Once the application is accepted the organisations will be provided with 50% of the budget that is approved by the selection board.
- ii. The remaining 50% will be refunded to the organisations on presentation of the final report together with all the official fiscal receipts and the documentation related to the global expense of the initiative.

### **8. INELIGIBLE EXPENSES**

- i. Expenses covered by other Government or European Union funding schemes.
- ii. Staff costs.
- iii. Utility bills.
- iv. Transport-fuel charges.
- v. Expenses that are not included and justified by the budget submitted in the e-application.
- vi. Expenses not incurred during the time frame of the project stipulated in the agreement.
- vii. Expenses that are not clearly identifiable and verifiable, and supported by original documentation.

viii. Expenses that are not declared in accordance with the requirements of fiscal legislation.

## **PART D PROCEDURES**

### **9. E-APPLICATION PROCEDURE**

Eligibility criteria for Be Active projects submitted is being described in Part B of these guidelines and regulations.

An e-application will be accepted only if:

- i. Submitted via the correct e-application form which is completed in full through the online portal [www.vofunding.org.mt](http://www.vofunding.org.mt).
- ii. It shows a budget in conformity with these guidelines.
- iii. It is accompanied by all the requested additional documentation.
- iv. It is submitted by the stipulated deadline.

Only one e-application per centre through which the Voluntary Organisation operates may be submitted. Sub-accounts may be accessed by formal request of the legal representative of the organisation to the project coordinator.

No changes can be made after the e-application has been submitted.

### **10. ELIGIBILITY, EVALUATION AND AWARD PROCEDURE.**

All e-applications received by Aġenzija Żgħażaġh will undergo an eligibility check against the eligibility criteria and exclusion criteria.

The e-applications which have successfully passed these checks are evaluated by a board of independent external evaluators and ranked accordingly.

Aġenzija Żgħażaġh will endorse the ranking list and issue the list of projects being granted funding based on the ranking order and the budget available.

All applicants will be notified of the result by email and in writing. Results will also be published on the Aġenzija Żgħażaġh website [www.agenzjazghazagh.gov.mt](http://www.agenzjazghazagh.gov.mt) and the funding portal [www.vofunding.org.mt](http://www.vofunding.org.mt).

### **11. APPEALS**

There is a 10-working day appeals period from the notification of results during which objections may be submitted in writing and delivered by hand to Aġenzija Żgħażaġh 8.00am to 3.00pm. The CEO will then appoint an Appeals Review Board which will have the role of evaluating incoming objections and reissue the ranking list following decisions taken. The Appeals Review Board decision is final and indisputable.

## **12. GRANT AGREEMENT**

Organisations receiving grants through the Be Active scheme will be required to sign an agreement with Aġenzija Żgħażaġh. The agreement is drawn up to outline the obligations of the beneficiary and details the financial procedures and expenses list.

It should be noted that the grant amount foreseen by the agreement is to be considered as a maximum which cannot be increased in any circumstances. The amount allocated will not be in excess of the amount requested.

The acceptance of an e-application does not necessarily constitute an undertaking to award funding equal to the amount request by the applicant (this funding could be reduced).

A meeting with beneficiaries will be held to clearly explain all obligations and financial procedures to be followed during the implementation phase of the project.

## **13. DISBURSEMENT**

Upon grant agreement, the organisations will be provided with 50% of the budget that is approved by the selection board. The remaining 50% will be refunded to the organisations after they present the final report together with all the official fiscal receipts and the documentation related to the global expense of the initiative.

### **13.1 FINAL AND FINANCIAL REPORT**

- i. The amount of the final payment to be made to the beneficiary will be established on the basis of the complete final and financial report which is to be submitted by the 14th October 2019.
- ii. A template for the final and financial report, including a list of annexes that this will require for complete submission of said report. This should be used to describe the achievements of the project receiving funding.
- iii. All financial transactions should to be numerated and the report must be compiled in the same order that transactions are listed in the report's section. A photocopy of all cash register fiscal receipts must be attached with the original cash register fiscal receipt.
- iv. Method of procurement i.e. direct or quotations should be marked on the report and all supportive documentation.
- v. Failure to submit evidence of project events, project visibility and participation in Aġenzija Żgħażaġh activities will result in 20% deduction in funding allocated.
- vi. Failure to submit all original financial documentation justifying costs incurred may and will result in deduction in funding.
- vii. If the eligible costs actually incurred by the beneficiary during the project are lower than the pre-financing payment, the beneficiary will be required to refund excess amounts already transferred under the pre-financing payment.
- viii. In all cases the beneficiaries shall abide fully with the Financial Procdures issued to beneficiaries by Aġenzija Żgħażaġh.

### 13.2 PURCHASING AND RECEIPTS PROCEDURES

- i. Only official VAT fiscal receipts will be considered as valid and eligible for funding.
- ii. For all purchases and/or hiring of services from same supplier exceeding €300.00 VAT inclusive, three quotations are required from different suppliers, originals of which must be attached as appendix to the Final and Financial Report and clearly marked to which expense they are related to.
- iii. In order to be considered as eligible quotations, the following procedure must be followed and the below listed information must be clearly specified:
  - a) Date of issue of quotation must be within the project activity period
  - b) Quotations must be sent on the same day, bearing the same submission deadline. If hand quotations are sought, these must be collected in a time frame of two weeks.
  - c) Same product description must be written on the request for quotation, otherwise the beneficiary will not be able to compare the submissions received and communicate the decision why the best offer was chosen from the submissions received. A justification explaining the reason why the selected quotation was chosen should be included in each comparative sheet analysis. In the eventuality that there is a price discrepancy between the approved and awarded quotation and the invoice received, the beneficiary is requested to write a justifiable reason; otherwise the cheaper amount will be reimbursed
  - d) For all ICT related hardware, the request for quotations should be issued with the same product specifications to all bidders. For example in case of PCs and Laptops, quotations must be issued for: specific processor type, ram size, storage size and type, display type, resolution and size so that a head-to-head comparison could be made. Failure to comply the cost will be considered as ineligible. If the beneficiary opts to get online quotations, a check list needs to be included with the comparative sheet analysis, verifying that the same product specifications have been requested. Same procedure applies to all other technical equipment.
  - e) All quotations, both local and foreign must have the date of quote submission. In the absence of such, the quotation will be considered as invalid.
  - f) A comparative sheet analysis of all quote submissions received must be attached with each purchase exceeding the direct order limit i.e. €300.00 VAT inclusive.
  - g) In the eventuality that quotations are sent to foreign suppliers and the later informs that they do not ship to Malta, the quotation will be considered as invalid and hence, its replacement must be sought.
  - h) An invoice of the purchase and a fiscal receipt is to be included with the quotation and comparative sheet analysis.

Aġenzija Żgħażaġħ reserves the right to disqualify quotations and hence retain funds, if the beneficiary does not provide satisfactory selective reasons.

### 14. AUDITS AND MONITORING

Projects granted through the Be Active scheme may be monitored on site or through desk checks by Aġenzija Żgħażaġħ at any time during the term of the grant agreement. All to-date project documentation is to be presented including evidence of project activities, participation of young people in these activities and financial documentation. Aġenzija Żgħażaġħ reserves the

right to request evidence of items procured through this scheme for up to three years following the grant agreement.

#### **15. DATA PROTECTION**

All personal data contained in the e-application forms and grant agreements shall be processed in accordance with the Aġenzija Żgħażaġh Data Protection Privacy Policy which is available on the Aġenzija Żgħażaġh website [www.agenzijazghazagh.gov.mt](http://www.agenzijazghazagh.gov.mt).



## **ANNEX 1: DEVELOPING A GOOD PROJECT UNDER THE BE ACTIVE SCHEME**

Below you may find further tips which may help you develop a good project:

- i. A project needs to be clear in its rationale, clearly describing the youth initiative being proposed and identifying how, and through which means, it will create impact on the chosen theme/s. A Be Active project is developed by and with young people and involves young people throughout its course.
- ii. The project design should be linked to the objectives of the project, to the project outcomes and it should be clearly defined, realistic and balanced. The project design should follow the logistic of the proposed project and detail information regarding preparatory activities, the project activities and marketing activities.
- iii. To create impact is to have a strong effect on something or someone. A good project has clear and reachable goals for immediate impact of the project, and also a longer term plan for the impact it leaves on the immediate and wider community.
- iv. Project visibility is a key ingredient to successful projects. Project visibility refers to ensuring everyone involved is aware of the aim and objectives of the project and of a series of measures set in place to ensure that the project is communicated to the wider community. Hence, the application should outline the initiatives which the beneficiary will be using to raise awareness of the project. These may include information packs, promotional items, inviting journalists to observe, issuing press releases, social networking activities (online and offline). Project visibility for Aġenzija Żgħażaġħ funded projects should include clear promotional value for youth participation in general. The compulsory use of the official Aġenzija Żgħażaġħ logo and a statement outlining the support being granted by Aġenzija Żgħażaġħ through the Be Active scheme should be included in all of the project material used for communication purposes. All furnishings and fixtures should display the labels provided by Aġenzija Żgħażaġħ that these were funded through Aġenzija Żgħażaġħ's schemes, in the absence of, the particular item will be deducted from funding.
- v. The e-application should be entirely filled in and be submitted with all the requested annexes.

## CONTACT DETAILS

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Any support regarding use of portal [www.vofunding.org.mt](http://www.vofunding.org.mt) and its technical use is to be sought through the Malta Council for the Voluntary Sector 22481110.