



**GOVERNMENT OF MALTA**  
PARLIAMENTARY SECRETARIAT  
FOR YOUTH, RESEARCH  
AND INNOVATION



# **COMMUNITY DEVELOPMENT AND INNOVATION SCHEME**

## **GUIDELINES AND REGULATIONS 2023**

## ALLOCATIONS

LAUNCH	CLOSING DATE
Wednesday 5th April 2023	Friday 19th May 2023 at noon (12pm)

SESSION BUDGET	MAXIMUM ELIGIBLE AMOUNT PER PROJECT
EUR 150,000	EUR 8,000

CO-FUNDING	DISBURSEMENT
The fund will cover up to 80% of total project costs up to €8,000.	30% upon signing of grant agreement 50% following approval of final report

# 1. INTRODUCTION

The Parliamentary Secretary for Youth, Research and Innovation within the Ministry for Education, Youth, Sport, Research and Innovation (MEYR) is pleased to re-launch the scheme first issued in 2021 to promote research, innovation and development in the Maltese society.

The objective of this scheme is to financially support Non-Governmental Organisations (NGOs) and Voluntary Organisations (VOs) to carry out projects related to innovation in the community (with an emphasis on development, research and innovation). Proposals which utilise an approach that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding community inquiry, dialogue, and critical thinking are also eligible.

## 2. DEFINITIONS

### Applicant

- An applicant may be a Non-Governmental Organisation (NGO) or a Voluntary Organisation (VO).

### Application

- An application is a submission, inclusive of all mandatory documents and any annexes to the application form made by an eligible applicant.

### Beneficiary

- The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Scheme.

### Eligibility

- Applicants are screened by the Board in terms of eligibility. Applications are screened to determine eligibility in terms of section 3 of these guidelines. Applications that are not eligible shall not be processed further and shall not undergo evaluation.

### Evaluators

- The Permanent Secretary (Ministry for Education, Youth, Sport, Research and Innovation) appoints an evaluation board for each call under the Scheme.

### Evaluation

- Applications deemed compliant and eligible are evaluated against the criteria established in these guidelines by the appointed evaluators.

### Maximum Funding

- There is a ceiling amount of €8,000 per project to be allocated or 80% of the total, whichever is the cheapest. This will be decided on a case-by-case basis depending on the project.

### Non-Governmental Organisation

- a non-profit organisation that operates independently of any government, typically one whose purpose is to address a social or political issue.

### Single Undertaking

- Includes all enterprises having at least one of the following relationships with each other:
  - a. One enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
  - b. One enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
  - c. One enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
  - d. One enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) above through one or more other enterprises shall be considered a single undertaking.

### Undertaking

- An undertaking is defined as an entity engaged in an economic activity within the meaning of Article 107 TFEU (i.e. any activity consisting in offering goods and services on a market), regardless of its legal status and the way in which it is financed. The classification of a particular entity as an undertaking depends entirely on the nature of its activities. The application of the State aid rules does not depend on whether the entity is set up to generate profits. Non-profit entities can also offer goods and services on a market. Where this is not the case, non-profit entities remain outside the scope of State aid. Furthermore, the classification of an entity as an undertaking is always relative to a specific activity. An entity that carries out both economic and non-economic activities is to be regarded as an undertaking only with regards to the former.

### Voluntary Organisation

- An organisation legally established and/or publicly registered in Malta, having a statute. Voluntary organisations must be registered with the Commissioner for Voluntary Organisations in accordance with the Voluntary Organisations Act requirements (<http://www.maltacvs.org>).

The applicant must be a legally authorised representative of the organisation.

### **3. ELIGIBILITY**

Applications will first be screened in terms of eligibility. Ineligible applications in terms of the points below shall not be processed further and shall not undergo evaluation.

Maximum eligible timeframe to implement the project: 15 months

#### **3.1 Who Can Apply?**

- Registered Voluntary Organisations
- Registered Non-Governmental Organisations

The criteria for eligibility are:

- All quoted budgets must be realistic and include all the relative expenses that the project will incur to be fully implemented. All hidden costs should be excluded.
- The project must be finalised within fifteen (15) months from the signing of the agreement.
- Applicants must be Maltese citizens; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of a Maltese passport.
- Any VO must be compliant with the Commissioner for Voluntary Organisations as at date of application, per L.N. 372.

The criteria for non-eligibility are:

- Entities who have already received funds for the same proposal will not be eligible.
- Applications that do not contain all the necessary documents indicated in Section 5 of the Guidelines and Regulations.
- Beneficiaries who have not honoured previous funding commitments.
- Late applications submitted after the deadline of 19th May 2023 at noon (12pm).

#### **3.2 What Costs can be Covered?**

The objective of this scheme is to financially support eligible organisations to carry out projects related to innovation in the community with an emphasis on development together with research and innovation and which utilise an approach that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding community inquiry, dialogue and critical thinking.

Eligible costs may include:

- Costs of materials
- Costs of equipment and tools
- Costs for procurement of technical and administrative services
- Costs for HR required in the acquisition of new knowledge, skills, competences and other innovative processes.
- Costs for acquisition of educational & learning material.
- Costs for travelling abroad, up to 25 % of the total sum granted.

The grant may cover up to 80% of the project costs (up to a maximum of €8,000 per project).

### **3.3 Allocation of Funds**

- The fund will have a total allocation of €150,000 for 2023
- The awarded funds may cover up to 80% of the requested amount
- Each award shall not exceed €8,000
- The Board does not exclude that if the beneficiary has submitted a project exceeding €8,000 budget allocation, the same application can still be considered. However, the fund will only cover the amount as indicated in the scheme Guidelines and Regulations.

## **4. EVALUATION**

### **4.1 Criteria and Conditions for Evaluation**

- Proposals are to be clear, sustainable, realistic and reflect the objectives of this funding scheme.
- All quoted budgets must be realistic and include all the relative expenses that the project will incur to be fully implemented.
- The Contracting Authority will monitor the progress of the project implementation and may request from the beneficiary any additional reports as deemed relevant.
- Entities who have already received funds for the related proposal will not be eligible.

- Any applications after this deadline shall not be considered.
- Any mandatory documents that are not submitted will not be considered for evaluation.

## 4.2 Evaluation

The Evaluation Board will base its decision upon the following criteria:

- Criterion 1: Quality of Innovation (35 marks)  
*This criterion considers the quality of the presented innovation.*
- Criterion 2: Contribution to Society (30 marks)  
*This criterion considers the added value of the proposal to the Maltese society.*
- Criterion 3: Project Management (20 marks)
  - Realistic Time Framed Action Plans (10 marks)
  - Well Planned Milestones (10 marks)*This criterion considers how well structured the project proposal is.*
- Criterion 4: Planning & Budget (15 marks)
  - Well Planned and Realistic Budget (10 marks)
  - Presentation of Quotes (5 marks)*This criterion considers how well planned and realistic the presented budget is.*

## 5. SUBMITTING THE APPLICATION

All applicants will be required to follow the process set out below. Proposals must include the below information/documentation:

- Organisational background (maximum 300 words)
- Project description
- Project implementation plan
- Project costings (including proof of costs)

Proposals must be sent via email on [innovationscheme.meyr@gov.mt](mailto:innovationscheme.meyr@gov.mt) by not later than 19th May 2023 at noon (12pm). Applicants will be informed of the decision by close end of June 2023.

For further information one may send an email to [innovationscheme.meyr@gov.mt](mailto:innovationscheme.meyr@gov.mt)

It is your responsibility to present a complete application form as explained in these guidelines and regulations. If you do not present all the necessary information and documentation, your application will not be processed and evaluated.

## **6. EVALUATION PROCESS**

This scheme is competitive and will be evaluated according to the established criteria.

Eligible applications will be assessed by an evaluation team made up of evaluators appointed by the Permanent Secretary (Ministry for Education, Youth, Sport, Research and Innovation). The Evaluation Board will shortlist the number of applications submitted.

The evaluation session and funding decisions depend on the quality of the submitted proposals and on the availability of the funds. Each criterion is allocated a number of specific marks as indicated above. In order to be considered for funding, projects have to obtain at least 60 marks.

**Disclaimer:** The Evaluation Board may decide not to allocate the total funds available for a particular call if the proposed projects do not reach the required level in terms of the scheme criteria.

## **7. PROJECT IMPLEMENTATION AND MONITORING**

### **7.1 Report**

At the end of your project, you will be required to submit a detailed report highlighting the work carried out and the project achievements, by not later than six (6) weeks after your project is concluded. If relevant, together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project.

You will also be required to present a final updated budget together with all supporting documentation.

## **8. COMPLAINT PROCEDURE**

All complaints will be treated with confidentiality.

### **8.1 Grounds for complaints**

Applicants can make a complaint regarding procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these



guidelines and regulations. Complaints cannot be made concerning:

- The Government's policies and procedures
- The merits of the application in terms of the criteria stipulated in these guidelines and regulations

Only applicants may file complaints concerning their projects.

## **8.2 Filing a complaint**

Complaints must be made in writing and must be as clear as possible. The complainant must state the grounds and the reasons for the complaint, providing a detailed explanation and justification supported by relevant documentation or testimonials as to why the complainant deems that irregularities were committed in the procedure/s stipulated in these Guidelines and Regulations or in standard good governance rules and regulations governing the public sector. Complaints must be addressed to the Permanent Secretary (Ministry for Education, Youth, Sports, Research and Innovation) within five (5) working days of receipt of your funding decision. A reply to the complaint will be sent within ten (10) working days.

The decision of the Board is final.

## **9. STATE AID**

This scheme is being implemented in line with Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (OJ L 352/1), as amended by Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments.

The total amount of *de minimis* aid granted to a single undertaking shall not exceed the amount of €200,000 over any period of three consecutive fiscal years. This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned. The maximum threshold of €200,000 would include all State aid granted under this aid scheme and any other State aid measure granted in line with the *de minimis* rule received from any other entity. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

A *de minimis* declaration form must be filled in by all applicants and submitted together with the application form.