



Malta-EU Steering & Action Committee

## CIVIL SOCIETY FUND – GRANTS FOR CIVIL SOCIETY ORGANISATIONS

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### 1. Background

The Malta-EU Steering & Action Committee (MEUSAC) is inviting Civil Society Organisations (CSOs) to submit proposals for the purpose of securing funding under the Civil Society Fund (CSF) that may cover up to 80% of the expenses related to the affiliation of such organisations in European umbrella organisations, grouping, federations, confederations or networks and attendance at conferences, seminars and meetings abroad on matters related to the EU and to such affiliation.

**Purpose:** To provide successful applicants with financial assistance for the purpose of facilitating the participation of these organisations in European groupings, associations and / or federations.

The funds available under Part B of the CSF are to be allocated following a public call for the submission of proposals.

Allocation of these funds shall be at the discretion of the committee responsible for allocating funds (hereinafter “the Committee”). The Committee will award the funds on the basis of the merits of the proposal submitted by the CSO.

The objectives of the CSF under Part B are the following:

- To keep abreast of developments in the European Union;
- To enable CSOs to better educate their members about EU matters related to their respective fields of competence; and
- To enable CSOs to participate effectively in the decision-making process at the European level.

### 2. Eligible Applicants

Eligible applicants are Civil Society Organisations that include:

- Voluntary, self-governing organisations not subject to direction by public authorities, independent of political control and enrolled with the Commissioner for Voluntary Organisations in terms of the Voluntary Organisations Act, and Social Partners or any other Civil Society Organisation

having official recognition under some specific law or regulation or administrative act<sup>1</sup>; and

- CSOs that are established for the specific purpose of meeting needs in the general interest or in the interest of their mission statement and not having an industrial or commercial character. Supporting documents should be attached to the application form.

**Moreover, only organisations actively and regularly participating in the MEUSAC consultation structures (Core Group and / or Sectoral Committees) are eligible.** In so determining whether an organisation is actively and regularly participating in the consultation structures, attendance and contribution during the discussion will be taken into consideration.

Organisations that have benefitted from a CSF grant in 2010-2011 and that have failed to submit the final technical report or where such final technical report has not been approved by the Committee, will lose their eligibility for funding under this Call.

Funds under CSF Part B will cover activities from the 1<sup>st</sup> November 2011 up till the 31<sup>st</sup> October 2012. Activities that have already taken place by the time the grant is allocated are also eligible provided that the activity has taken place after the 1<sup>st</sup> November 2011.

Organisations benefiting from CSF are to enter into a written grant agreement with MEUSAC whereby they undertake to collaborate with MEUSAC in the organisation of various activities including making available facilities for seminars and meetings related to both MEUSAC and to the respective organisation's roles and functions.

### **3. Percentage Rate for Funds**

The funds available under this policy will cover a percentage of up to 80% of the eligible expenses borne by the respective Civil Society Organisation. In the case of expenses incurred in travelling, the Committee will only consider as eligible for funding the most economical air fare (on production of the ticket/s and boarding passes). In the case of funding or part-funding of expenses related to the affiliation fees, invoices, receipts and any other required documentation are to be submitted as annexes to the final technical report.

The percentage rate will be determined by the Committee and such decision shall be final. The selected applicant is expected to provide its own resources and/or involve other donors to cover the additional percentage of the expenses incurred.

Requests for reimbursement of expenses submitted under this call cannot exceed the sum of €12,500 for any one organisation. The highest amount that the Committee can award to any one organisation is of €10,000.

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<sup>1</sup> As per Annex 2, Constituted Bodies benefiting from funds under Part A of the CSF or under any fund that may come into existence whereby such constituted bodies would be provided with financial assistance for EU-related activities are not eligible for co-financing under Part B of the CSF or any scheme that may eventually replace this.

#### **4. Selection of Applications – First Phase**

All applications will be assessed according to the following criteria:

##### *(1) Administrative Compliance*

Verification that the application is complete in accordance with the checklist.

It is important that the applicant must present a complete Application Form, filled in with all relevant details and documentation. No outline applications, incomplete or handwritten applications shall be considered. Moreover, all required documentation predetermined by the check list is to be attached to the application form. It is important for applicants to ensure that all sections of the Application Form are completed. **Applications received after the stipulated deadline will not be considered.** If such terms and conditions are not met, the application will be automatically disqualified.

##### *(2) Eligibility of the applicants*

Verification that the applicant meets the requirements according to Section 2 - Eligible Applicants

##### *(3) Evaluation of the quality of the proposals*

An evaluation of the quality of the proposal that is to be submitted by the applicant will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid set out in Annex 1. Criteria will allow the quality of the proposal that will be submitted to be evaluated by the Committee in relation to the objectives and priorities set under the CSF together with the quality, expected impact, sustainability and cost-effectiveness. The percentage rate grant allocated to the applicant shall be finally determined by the Committee based upon the set of criteria outlined in Annex 1.

#### **5. Approval process and disbursement – Phase 2**

Upon approval of the proposal, the grant allocated will be paid out in two instalments:

- a. pre-financing of up to 70% of the grant following the signature by the organisation of the grant agreement. The precise pre-financing rate is to be determined by the Committee.
- b. the balance once the final technical implementation report and the financial statement, complete with the relevant receipts, have been approved by the Committee.

Provided that as already indicated above, the total amount of the grant shall not exceed 80% of the eligible expenses incurred by the CSO. The precise percentage will be determined on a case by case basis for each individual proposal accepted by

the Committee and will depend on the scope of the initiative for which funding is being requested.

Moreover, where the total amount of the grant to be awarded exceeds €2,500 the need for advancing funds (pre-financing), and the actual percentage advanced may be subject to assessment by the Committee of the applicant's cash flow position prevailing at the time and funds will be advanced only if the cash flow position demonstrates that an advance is in fact required.

## **6. Final Technical Report – Phase 3**

A final technical report is to be submitted in order for the organisation to benefit from any remaining balance of the grant that is being allocated. It is important that the final technical report reflects the total expenditure of the activity.

**For example:** Organisation X estimated that the activities in the proposal would cost €1,000. The Committee approved the activity and based on the selection criteria, Organisation X qualified for 60% of the incurred expenses (maximum percentage rate is 80%).

Therefore, the following will be applied

60% of the total estimated activity costs (€1,000) = €600

A pre-financing of 70% of €600 is allocated to Organisation X totalling an amount of €420. The final 30% amounting to €180 will be given once Organisation X submits its technical report attaching all the necessary receipts as evidence of payment that amount to €1,000. Should the total amount estimated for the activity cost is less than €1,000 then the percentage will be re-worked accordingly based on the total expenditure. However, the percentage rate cannot be revised if the activity cost is greater than €1,000.

If the organisation does not present a full report supported with the relevant receipts by the stipulated deadline, it will also be requested to reimburse any amount that was advanced to it by the Committee.

Once the activity has been terminated, under no circumstances may the applicant organisation generate profit or have excess funding. Should such a case arise, the Administrative Board will automatically withdraw and terminate the funds allocated to the applicant organisation.

## **7. Fund and Subsistence Award**

In awarding funds under the CSF, the Committee applies current government regulations and policies that have to be adhered to in the allocation and expenditure of public funds.

- Subsistence for visits overseas is awarded in accordance with the government's *per diem* allowance rates. Should any potential beneficiary require any specific details in relation to the subsistence that may be handed out, he/she is to submit a request by electronic mail to [info.meusac@gov.mt](mailto:info.meusac@gov.mt)
- Financial allocations for flights to and from destinations will be calculated as follows:

<b><u>TYPE OF FLIGHT</u></b>	<b><u>MEAN AMOUNT</u></b>
REGION 1	€ 220.00
REGION 2	€ 130.00
REGION 3	€ 230.00
REGION 4	€ 300.00
REGION 5	€ 250.00
REGION 6	€ 400.00

(\*) as the table above clearly illustrates, workings have been made on a MEANS basis in order to be able to relate to an amount which is both fair and adequate.

**REGION KEY:**

	<b><u>MAJOR AIRPORTS</u></b>
REGION 1	Athens, Catania, Rome, Reggio - Rome, Tripoli
REGION 2	Bologna, Budapest, Geneva, Istanbul, Lyons, Marseille, Milan, Munich, Sofia, Stuttgart, Verona, Zurich
REGION 3	Catania - Geneva, Catania - Munich, Frankfurt, Hamburg, Prague, Vienna
REGION 4	Amsterdam, Berlin, Brussels, Dusseldorf, London Gatwick, London Heathrow, Paris
REGION 5	Manchester
REGION 6	Inter-connecting flights

## 8. Submission of applications

The applicants shall fill in the Application Form which is available on MEUSAC's website: [www.meusac.gov.mt](http://www.meusac.gov.mt) Supporting documents are to be attached to the application where applicable. The application (including any annexes and supporting documents) are to be submitted in 2 hard copies (1 original and 1 copy), as well as one copy in electronic format (CDs) that must be identical to the hard copy.

Applications are to be submitted in a sealed, intact envelope by registered mail or in person and addressed to: The Chairperson, CSF Committee, 280, Republic Street, Valletta, VLT 1112.

The envelope containing the application shall be marked "CSF". Applications sent by any other means (e.g. by fax or by e-mail) or delivered at any other addresses will not be accepted or deemed eligible. Upon receipt of an application a letter of acknowledgment will be sent to the applicant organisation within 5 working days.

Applicants should keep strictly to the format of the application and are to complete the application form carefully and as clearly as possible. Handwritten applications will not be accepted. Applications should be submitted by not later than noon of Tuesday **15<sup>th</sup> November 2011**.

The final technical report is to then reach the Committee by not later than the **15<sup>th</sup> November, 2012**, failing which, the organisation would lose its right for the remaining balance of the grant and will have to reimburse the any pre-financing received.

Those organisations that fail to abide by the above deadlines will not be considered for fund allocation.

## Annex 1 - EVALUATION GRID

	<b>Maximum Score</b>
<b>Project/Activity</b>	
Keeping abreast of developments in the European Union;	12
Enabling the organisation to better educate its members about EU matters related to its respective field of competence	12
Enabling the organisation to participate effectively in the decision-making process at European level	13
Level of International partnership	11
Relevance of the activity to the members of the organisation	15
Expected Impact of the activity on the members of the organisation	13
Results achieved by the activity - multiplier effects (outcome of the activity and sustainability)	14
Cost-effectiveness of the proposal	10
<b>TOTAL SCORE</b>	<b>100</b>

## Annex 2 - Exclusion Criteria

Potential applicants may not participate in this call for proposals or be awarded funds if:

- (a) they are bankrupt or being wound up, or are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended 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; and / or
- (b) they have been convicted of an offence concerning professional conduct by a judgement which is *res judicata* (i.e. against which no appeal is possible); and /or
- (c) they are guilty of grave professional misconduct proven by any means which the European Commission can justify; and / or
- (d) 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 Maltese Law; and / or
- (e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Malta's or to the Communities' financial interests; and / or
- (f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement or other grant award procedure financed by the Community budget; and / or
- (g) the CSOs are profit making organisations or political parties or organisations affiliated to such profit making organisations or political parties; and / or
- (h) the CSOs are not represented on the Core Group of MEUSAC or on any of its nine sectoral committees and regularly and actively participating<sup>2</sup> in these structures; and / or
- (i) they are not constituted bodies and civil society organizations recognised by law or enrolled under the Voluntary Organisations Act; and / or
- (j) the entities are presenting an application for funding not related to the purpose set out under the CSF Part B Funds; and / or
- (k) the entities are constituted bodies benefiting under Part A of the CSF; and / or
- (l) they are already receiving public funding from any government ministry, department or entity for the activities for which funding is being claimed under the CSF; and / or
- (m) they are organisations that have benefited from a CSF grant in 2010-2011 or in any other previous call and have failed to submit the final technical report, or where such final technical report has not been approved by the CSF Committee.

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<sup>2</sup> For the purpose of establishing whether an organisation is actively and regularly participating, attendance at sectoral committee (and Core Group where applicable) meetings will be taken into consideration. Zero attendance at meetings will automatically disqualify the organisation from receiving funds under the CSF.

