

Sample Application Form
Business Enhance
ERDF Grant Schemes
SME Consultancy Services Grant Scheme

Version: 4.0¹

Date: 21 May 2018

¹ Update to Version 3 Issue Date: 1 April 2018.

Section 1 – Executive Summary

1.1 – Executive Summary

Call					
Scheme					
Priority Axis					
Project Title					
Project Summary					
Start Date		End Date			
Grant Requested					
Amount of public funding needed for the project			€		
Total Financial Plan					
Eligible	€	VAT Eligible		Total Eligible	€
Non Eligible	€	VAT Non Eligible	€	Total Non Eligible	€
				Total	€
Total Gozo Contribution Financial Plan					
Eligible	€	VAT Eligible		Total Eligible	€
Non Eligible	€	VAT Non Eligible	€	Total Non Eligible	€
				Total	€

Section 2 – The Applicant

2.1 - Applicant Details

Legal Name of Applicant	
Authorised Representative	
ID No.	
e-mail Address	
Legal Form of Enterprise	<i>(Choose option)</i> Limited Liability Company Partnership Self Employed Co-operative Society Other
Registration/Identification Number	
Date Established	
Registered Address	
Post Code	
Phone Number	
VAT Number	
Website Address	
Project Manager	
Position within Enterprise	
Phone Number	
Email Address	

Size of Undertaking

In line with the provisions of Annex I Commission Regulation (EC) No 651/2014 of 17 June 2014 identify the composition of the Undertaking.

List all enterprises which are linked to the applicant Undertaking as at date of application.

Linked enterprises are enterprises which have any of the following relationships with each other:

- (a) an enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- (b) an enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- (c) an 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) an 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 described in a) to d) above through one or more other enterprises, or any one of the investors mentioned under Partner Enterprise, are also considered to be linked.

Enterprises which have one or other of such relationships through a natural person or group of natural persons acting jointly are also considered linked enterprises if they engage in their activity or in part of their activity in the same relevant market or in adjacent markets.

Enterprise Name	Registration Number

List all enterprises which are partnered to the applicant Undertaking as at date of application.

Partner enterprises are enterprises that do not fall within the definition of linked enterprises (see above) but which hold, either solely or jointly with one or more linked enterprises 25% or more (up to 50%) of the capital or voting rights of another enterprise.

Enterprise Name	Registration Number	Shareholding %

In line with the provisions of the above quoted EC Regulation, the Undertaking is:

- Micro
- Small
- Medium - sized

If the Applicant is not registered under Chapter 386 of the Laws of Malta, please upload the legal document constituting the Enterprise under the section Checklist of Attachments as applicable.

Enterprise Accounts			
Enterprise Name	Enterprise		
Enterprise	Applicant	Linked	Partner
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enterprise Name	<i>(dropdown list)</i>		
Attach Accounts 1			
Attach Accounts 2			

2.2 - Applicant's Core Business Activities

NACE Code	<i>(Eg.) 52.42</i>	<i>Retail sale of clothing</i>
-----------	--------------------	--------------------------------

Please provide an outline of the Applicant's core business activities (providing a background description of the enterprise and its operations).

--

Section 3 – The Project

3.1 - Project Details

Specific Objective (S01)	Creation of employment opportunities through the provision of infrastructure, financial incentives as well as support services.
--------------------------	---

Kindly provide the address where the proposed project will be implemented.	
Address	
Post Code	
Region	<input type="radio"/> Malta <input type="radio"/> Gozo

3.1.1 – Proposed Investment Initiative

<p>The external consultancy services will be supporting the decision-taking process, by assessing and evaluating:</p> <ul style="list-style-type: none">• The potential of re-engineering the organisation, operations, processes and systems of the Undertaking.• The potential of the Undertaking to take on proposed investment initiatives. <p>The output of the consultancy service shall be:</p> <ul style="list-style-type: none">○ An Organisation and Operations Review○ A Process and Systems Review○ A Business Plan○ A Feasibility Study
--

Only in the case where the external consultancy service will be resulting in the development of either a Business Plan or a Feasibility Study, kindly identify the investment action that it will be addressing:

- The economic exploitation of new ideas
- Expansion in the capacity of the establishment
- Diversification of the activity of an establishment
- Diversification in the output of an establishment
- Fundamental change in the overall production process of the establishment
- Development of new or improved products, processes and systems
- Organisation innovation
- Process innovation
- The internationalisation of products and services
- The entry, establishment and expansion into new markets
- The introduction, upgrading and integration of e-commerce solutions enabling online selling by the Undertaking

Define the project by describing the proposed work, and specifying its main characteristics.

--

What would the impact on the proposed initiative be without the assistance being applied for through this scheme?

--

3.1.2 – Level of Private Match Financing and complementary actions to the Project

Give a detailed description and evidence of the source and level of Private Match Financing on the project and any additional complementary actions that will be taken that will add value to the project.

--

3.2 – Project Risk Assessment

Identify and describe any risks that might impact the implementation of the project and indicate the probability of these risks happening.

--

How do you intend to mitigate these risks?

--

Section 4 – Financial Plan

4.1 - Financial Plan

Activity	Sub-Activity	Total Eligible (€)	Total Non - Eligible (€)		
Activities <ul style="list-style-type: none"> • Consultancy Services 					
Sub-Activity					
Investment Priority (IP: 3a)	Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the creation of new firms, including through business incubators.				
Start Date					
End Date					
Describe					
Comments					
Financial Plan					
Elig.	€	VAT Elig.		Total Elig.	€
Non Elig.	€	VAT Non Elig.	€	Total Non Elig.	€
				Total	€
Gozo Contribution Financial Plan					
Elig.	€	VAT Elig.		Total Elig.	€
Non Elig.	€	VAT Non Elig.	€	Total Non Elig.	€
				Total	€

Section 5 – National Priorities

5.1 – National Priorities

In the box below, please indicate the contribution of the project towards National Priorities as identified in official documents.

--

Section 6 – Horizontal Priorities

6.1 – Horizontal Priorities

Describe how this project effectively integrates the Operational Programme’s horizontal priorities: Environmental Sustainability, Equal Opportunities.

--

Section 7 – Additional Information

7.1 – Additional Information

Please provide any additional information relating to previous sections which you feel is relevant. Insert the information by using the section and sub-section reference number relevant to this call, for ease of reference.

--

Section 8 – Declaration

8.1 – Declaration Form

I **declare** that the Undertaking is not subject to collective insolvency proceedings nor fulfills the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

I **declare** that the Undertaking has **no pending obligations** further to a recovery order issued by the competent authorities responsible for the administration and management of aid schemes co-funded under Cohesion Policy 2014 – 2020.

I **declare** that the Undertaking has no **pending obligations** further to a Decision by the competent Court in favour of a recovery order issued by the competent authorities responsible for the administration and management of aid schemes co-funded under the European Regional Development Fund – Cohesion Policy Operational Programme I 2007 –2013.

I also **declare** that the Undertaking acknowledges that, in the event that the project is selected, the Grant Agreement will only be entered into if, within 6 months from the date of the notification by the Intermediate Body to the Undertaking that the Project has been selected, any pending obligations in respect of recovery orders issued by the competent authorities responsible for the administration and management of aid schemes co-funded under the European Regional Development Fund – Cohesion Policy Operational Programme I 2007 – 2013 and in respect of which legal action has been instituted and proceedings are pending or under way before the competent Court, are no longer due either pursuant to a Court Decision or the effective payment of dues.

I **declare** that the Undertaking has not been approved or granted any public funding, and will not seek public funding through other National and/or European Union funded initiatives in relation to the activities for which assistance is being requested through this application. This includes schemes under Cohesion Policy and any other European Union instruments or through any other form of Public Funding including schemes administered through National Funds.

I **declare** that consultancy services for which assistance is being sought shall not be of a continuous or periodic nature nor relating to the Undertaking's usual operating costs, such as routine tax consultancy services, regular legal services or advertising or related to legal and regulatory obligations arising from the nature of the Undertaking's operations and economic activity.

I **declare** that consultancy services shall be procured from external sources which are autonomous and unrelated to the beneficiary Undertaking, and registered to provide consultancy services under this scheme.

I **declare** that the de minimis declaration on the receipt of de minimis aid is updated and factual and is in line with Commission Regulation(EU) No 1407/2013 of 18 December 2013, and that the Undertaking shall ensure compliance with the rules on cumulation of aid in line with the said Regulation and State Aid Rules.

I **declare** that the S.L. 343.23 Manpower record (Commencement or Termination of employment) Regulations are being fully adhered to in respect of the Undertaking, as outlined in Section 2.1 of this application.

I **confirm** that the Undertaking is in compliance with applicable EU and national legislation and administrative requirements, including fulfillment of fiscal obligations and social security contributions.

I **declare** that no work has started on the action for which assistance for activities is being requested and work shall only be initiated following the date of the granting of the aid pursuant to the approval of this application and the eventual signing of the grant agreement.

I **declare** that appropriate acknowledgement to EU funding, proportional to the funds received, will be implemented.

I also **declare** that by submitting this application, I am hereby giving **the consent** of the Undertaking for the publication of information related to the organisation and the project (including budget) as required by the relevant Council and Commission Regulations on Cohesion Policy and State Aid Rules. I understand that any personal data submitted to the Measures and Support Division in relation to this application is processed, in accordance with the Provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and any amendments, by the Measures and Support Division and any other stakeholders and competent parties, authorized to implement, monitor, execute payment, control and audit the project/contract.

I **acknowledge** that a Grant Agreement will be signed on the basis of the information provided in this document and accept that the Measures and Support Division will conduct the necessary checks to confirm eligibility in line with the Grant Scheme and relevant Regulations including the composition and size of the Undertaking, and reserves the right to revoke the grant in cases where variations detected result in the Undertaking becoming ineligible.

On behalf of the Undertaking, I **authorise** the Measures and Support Division to make enquiries with the Malta Association of Credit Management to carry out the necessary checks in line with the Regulations and Good Governance principles and to make enquiries with competent Authorities including but not limited to JobsPlus, to verify any information submitted in relation to this application and to conduct checks to establish the eligibility of this application.

I **declare** that the entries in this Declaration form, the details in the whole **Application Form** which is being submitted through this electronic system and any other annexes enclosed are, to the best of my knowledge and belief, correct. I understand that should it result otherwise, the project application may be rejected or lead to an eventual recovery of funds subject to the applicable recovery rates as issued by the European Commission.

Authorised Representative of the Applicant
(Name in Block Letters)

Signature

Date

ID No.

Section 9 – Checklist of Attachments

9.1 – Checklist of Attachments

Documents Checklist
Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise**
Audited Financial Statements and/or the Management Accounts**
Declaration of Authorization**
Certificate of Registration**
Final Settlement and of Social Security Contributions Compliance Certificate*
Income Tax Compliance Certificate*
VAT Compliance Certificate*
Quotation from registered Consultancy Service Provider*
Proof of Match Financing*
Declaration Form *
<i>De Minimis</i> Declaration*
Declaration by Trustee or Fiduciary**
Add Supporting Document**

*These items are obligatory

**These items are to be uploaded only when necessary

BUSINESS ENHANCE



Operational Programme I - European Structural and Investment Funds 2014-2020
"Fostering a competitive and sustainable economy to meet our challenges"
Aid Scheme part-financed by the European Regional Development Fund
Co-financing rate: 80% European Union; 20% National Funds

