

Sample Application Form

Business Enhance

ERDF Grant Schemes

e-Commerce Grant Scheme

Version: 5.0¹

Issue date: 21 May 2018

¹ Update to Version 4 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		€	<input style="width: 150px; height: 20px;" type="text"/>		
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	
Authorized 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	
e-mail 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	(Eg.) 55.10	Hotels and similar accommodation
-----------	-------------	----------------------------------

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

--

2.3- Extent of Online Presence

Describe the Applicant's current level of online presence.

--

2.4 - Past Investment Initiatives

Provide an overview of any past or ongoing investment initiatives undertaken by the people behind this enterprise.

Title of the Investment	Source of Financing	Project outcome	Total Investment Cost €

Title of the Investment	
Description of the Investment	
Source of Financing	
Total Investment Cost €	
Project outcome	

Section 3 – The Project

3.1 - Project Details

Specific Objective (SO1)	Strengthening the Digital Economy by increasing the use of e-Commerce supported by e-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 Applicant is seeking investment to:</p> <ul style="list-style-type: none"><input type="radio"/> Design, develop and implement a new e-commerce website<input type="radio"/> Design, develop and implement a new e-commerce mobile application<input type="radio"/> Design, develop and implement a new e-commerce website and mobile application<input type="radio"/> Upgrade an existing website to enable an e-commerce website<input type="radio"/> Upgrade an existing mobile application to an e-commerce mobile application<input type="radio"/> Upgrade an existing website and mobile application to an e-commerce website and mobile application

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?

3.2 – Project Excellence

Define the project excellence by describing the proposed work, in terms of:
a. The holistic nature of the project.
b. The level that the project seeks to maximise the potential of e-commerce.
c. How ambitious the project is and if it is addressing an identified gap in the market for the specific sector.

3.3 – Project Impact and Sustainability

Describe how this project will impact your enterprise in relation to each of the following:
a. Potential future growth and sustainable economic viability leading to market resilience.
b. Retention of present employment and potential future increase in employment.
c. Improvements in the Undertaking's business model.

3.4 – Project Quality and Efficiency of Implementation

Identify the level of management and control systems in place.

--

Level of Private Match Financing and additional investment addressing complementary actions.

--

Describe the level of capacity and allocation of resources towards the project.

--

3.5 – 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"> • Services 					
Sub-Activity					
Investment Priority (IP: 2b)	Developing ICT products and services, e-commerce and enhancing demand for ICT				
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 fulfils 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 the Undertaking has no online presence permitting it to conduct online sales through a payment gateway.

I **declare** that the Undertaking does not specialise in IT services having the capability of trading online using in-house resources.

I **declare** that services shall be procured from external sources which are autonomous and unrelated to the beneficiary Undertaking, and registered to provide 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 **confirm** that the Undertaking is in compliance with applicable EU and national legislation and administrative requirements, including fulfilment 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 the Undertaking will maintain operational the project in line with the respective regulations as outlined in the Guidance Notes for this scheme. I can confirm that, to the best of my knowledge, there are no obstacles in continuing the project or sustaining the benefits gained from the project following the end of the scheme.

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

I **declare** that the S.L. 343.23 Manpower records (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 also **declare** that by submitting this application, I am hereby giving **the consent** of the Undertaking for the publication of information related to the enterprise 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

I.D. No.

Sections 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 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

