



#	Topic	Subject	Question	FO Reply	Page from guidelines
1		Submission of the application (by hand and online)	<u>Which page do I need to stamp?</u>	Only the application form has to be stamped on the FIRST page. The supporting documentation does not have to be stamped. N.B.: Bilateral partner/s do/es not need to provide any supporting documentation.	p. 19 + see Checklist of Attachments
2			<u>Which page do I need to sign?</u>	Only the application form has to be signed in blue on the FIRST page. The supporting documentation does not have to be signed. N.B.: Bilateral partner/s do/es not need to provide any supporting documentation.	
3			<u>Which page do I need to initial?</u>	Only the application form has to be initialised in blue on EVERY page. The supporting documentation does not have to be initialised. N.B.: Bilateral partner/s do/es not need to provide any supporting documentation.	
4			<u>Do I need to bind my documents?</u>	Only the application with the supporting documentation needs to be bound when it is submitted by hand.	
5		Audited accounts/Financial Statements	<u>For which years do I need to submit the audited accounts/financial statements?</u>	For administrative (and eligibility) criteria, we only request audited accounts/financial statements of the last financial year. N.B.: The local partner must also submit the audited accounts/financial statements, whilst the bilateral partner is not under the obligation to do so.	pp. 20-21 + see Checklist of Attachments
6			<u>If we do not have the audited accounts/financial statements of financial year 2018 because the organisation is too recent, what do we submit?</u>	The organisation enrolled last year shall submit a financial statement of the operational months of 2019.	
7			<u>What should the financial statements include?</u>	The financial statements should incorporate an income statement and a balance sheet. A spreadsheet of payments and income for 2019 is not enough.	
8		Latest Certificate of compliance with VO Office	<u>What do I do if the Certificate of compliance of my organisation is not yet in my possession?</u>	For newly established NGOs, if the Certificate of compliance is not yet in your possession, you can submit an email from VO Office saying that the organisation is compliant.	pp. 8-9 and 20 + see Checklist of Attachments

9	Administrative criteria	Annex I Detailed Budget Breakdown	<u>What should the document look like?</u>	<p>Make sure that you have filled all the boxes of the template.</p> <p>Make also sure that the document is readable. If the text is too small, submit another document using a larger font/print on multiple pages as require adjusting the print area from page layout.</p>	<p>p. 20 + see Checklist of Attachments</p>	
10		Annex II Communication Plan	<u>Why is Annex II named Annex III on the document?</u>	<p>Be careful, Annex II Communication Plan is named as Annex III on the document published on the website. This is a mistake.</p> <p>On the document, you can leave the title as is or change it. However, be sure to name your document "Annex II" when you will upload it on the website.</p>		
11		Annex III Project Work Plan	<u>What should the document to look like?</u>	<p>Make sure that the document is readable. If the text is too small, submit another document using a larger font/print on multiple pages as require adjusting the print area from page layout.</p>		
12		Organigram of the applicant organisation	<u>Can we choose between submitting the organigram of our organisation or describing our structure in the application form?</u>	<p>No. In addition to the organigram of the organisation you are asked to submit, it is necessary to describe your organisation in the space provided in section 1.3.1 of the application form. The organigram of the applicant organisation should be interpreted as the annex requested under organisation framework in the application form.</p>		
13		Project Organisational Framework / Organigram	<u>Can we choose between submitting the organigram of the project organisational framework or describing it in the application form?</u>	<p>Yes. You have the choice between uploading the organigram of the organisational framework or explaining the project organisational framework in the space provided in point 1.3.1 of the application form, following the above general explanation regarding the structure of your organisation.</p>		
14		Project Partnership Framework / Organigram	<u>Can we choose between submitting the organigram of the project partnership framework or describing it in the application form?</u>	<p>Yes. If you have any local or bilateral partner/s, you have the choice between uploading the organigram of the partnership framework or explaining the project partnership framework in the space provided in point 1.3.2 of the application form.</p>		
15		Proof that the online ACF Capacity Building Course is being undertaken	<u>What does "undertaken" mean?</u>	<p>It means that at least one person per organisation started the course featuring as "In progress" or "Completed" on the list of completion provided by the service provider of the course.</p> <p>The local partner needs to do the same whilst the bilateral partner is not under the obligation to undertake the course.</p> <p>FYI: We accept that the applicant and local partner give us only proof of registration (not that course is actually undertaken) at the time of application. We require nevertheless that the course must be fully completed by the end of the project in case proposal results successful for funding.</p>		<p>pp. 9 and 20-21 + see Checklist of Attachments</p>
16		Copy of VAT Certificate	<u>What do I need to submit if my organisation is not registered with the VAT Department?</u>	<p>If a declaration on non-recovery of VAT is not supplied by the VAT Department, the organisation can opt for a declaration/email signed by its independent accountant/auditor.</p>		<p>p. 20 + see Checklist of Attachments</p>
		<u>How to get a copy of VAT Certificate if it is not available?</u>	<p>The copy of the Certificate can be downloaded following this link: https://cfr.gov.mt/en/eServices/Pages/VAT-Online-Services.aspx.</p>			

17		Job Plus employment history up to October 2019	<u>With the extension of deadline to the 27th of March, do I need to submit the Job Plus employment history up to October 2019?</u>	You need to submit the Job Plus employment history up to October 2019. This means that you would not be eligible if your organisation does not at least have one employee as at 31st October 2019. The extension of deadline does not involve changes in the eligibility, administrative or evaluation criteria.	pp. 20-21 + see Checklist of Attachments						
18		Proof of office space	<u>How can I produce proof of my organisation office space?</u>	This can be produced by a self-declaration which should disclose the type of renting/ownership/donation of the office space that the applicant is using, or a copy of renting contract.	pp. 9 and 21 + see Checklist of Attachments						
19		Requested grant amount within the permissible limits provided in the call (minimum 12,300€ and maximum 30,750€)	<u>Where do I need to indicate the requested grant?</u>	The amount needs to be disclosed on the application form (section 4.1) and in the budget table (Annex I, section 3 of the Excel document). Extract from Budget Table below:	pp. 11-12 and 21						
				<table border="1"> <tr> <td>Source of funding :</td> <td></td> </tr> <tr> <td>ACF 90% Funding</td> <td>-</td> </tr> <tr> <td>Own Resources and/or Contribution from third parties - 10%</td> <td>-</td> </tr> </table>		Source of funding :		ACF 90% Funding	-	Own Resources and/or Contribution from third parties - 10%	-
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ACF 90% Funding	-										
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20		Minimum of 5% of the grant (i.e. 5% of the 90% ACF Funding) allocated to financial management capacity	<u>How does it have to look like in the Annex I table?</u>	You should make sure that the allocation of 5% for project financial management is clearly visible in the budget breakdown, having a separate line under the budget section "1. DIRECT EXPENDITURE" as well as disclosed under the last table of the budget template. Extract below:	pp. 15-16 and 21 (+ see p. 17)						
				<table border="1"> <thead> <tr> <th>Project Financial Management</th> <th>(GUIDANCE)</th> </tr> </thead> <tbody> <tr> <td>At least 5% of Grant</td> <td>-</td> </tr> <tr> <td>N.B.</td> <td></td> </tr> <tr> <td>a. In case of employment contract</td> <td>Under B.L. 1.1</td> </tr> <tr> <td>b. In case of service agreement</td> <td>Under B.L. 1.7</td> </tr> </tbody> </table>		Project Financial Management	(GUIDANCE)	At least 5% of Grant	-	N.B.	
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21	Eligibility criteria		<u>What costs does financial management cover?</u>	This budget category shall cover the costs of project financial management with the aim of supporting the project promoter with the necessary bookkeeping of project costs and financial reporting thereof. The person/s engaged for this task can be either employed with the organisation or subcontracted.							
22		Allocation of indirect costs equal or less than 15% of direct eligible personnel costs	<u>Where should indirect costs be included?</u>	You should make sure that the indirect costs are clearly visible in the budget breakdown under budget category "2. INDIRECT COSTS " worked out as a % of the subtotal of budget category "1.1 Cost of personnel assigned to the project including in-kind contribution".	pp. 13-15 and 21						
23		Outcomes and Outputs table	<u>How do I need to complete the table (see section 2.1 of application form)?</u>	The project must contribute towards one of the Outcome 1 or 2, and to one or several pre-defined Outputs listed in the same table. You need to tick/colour the relevant boxes of the table (section 2.1) regarding your project. The outputs are here to help you to understand what it is included in the relevant outcome. If your project does not fully match one of the proposed outputs, please tick the box that comes closest to your project and indicate exactly what the output of your project is in section 2.2 of the application form. You cannot design a new outcome which is different from those proposed. But you can design a new output.	pp. 3-8, 18-19 and 29						

In the table, what does "programme level" refer to?

The "programme level" is not an obligatory outcome indicator but refers to the overall programme. This does not need to be added to the section 3.4 of the application form.