

FAQ Open call for proposals - ACF NGO Malta Programme. CALL 2.

Q	Topic	Subject	Question	FO Reply	Page in guidelines
1	Administrative criteria	Submission of the application (by hand OR online)	<u>What does the application comprise?</u>	The application comprises the main application form + Annexes I, II and III + the requested organigrams and supporting documentation.	p. 23 + see Checklist of Attachments
2			<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.	
3			<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.	
4			<u>Which page do I need to initial?</u>	The application form together with all the supporting documentation have to be initialised in blue on EVERY page. N.B.: Bilateral partner/s do/es not need to provide any supporting documentation.	
5			<u>Do I need to bind my documents?</u>	The application with the supporting documentation needs to be bound when it is submitted by hand.	
6		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.	p. 24 + see Checklist of Attachments
7			<u>If we do not have the audited accounts/financial statements of financial year 2020 because the organisation is too recent or has not yet submitted the audited accounts as per VO Act, what do we submit?</u>	The organisation enrolled last year shall submit a financial statement of the operational months of 2020 or the latest audited accounts submitted to the VO Commission.	
8			<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 2020 is not sufficient.	
9			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.

10		Annex I Project Work Plan	<u>What should the document look like?</u>	<p>Make sure that you have listed all the tasks to be undertaken by the organisation as proposed in the application including the communications tasks indicated under Annex III. The tasks should also be reflected in the proposed budget.</p> <p>Also 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 required adjusting the print area and page orientation from page layout.</p>	Refer to application form + see Checklist of Attachments	
11		Annex II Project Budget Breakdown	<u>What should the document look like?</u>	<p>Make sure that you have filled in all the boxes of the template.</p> <p>Also 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 required adjusting the print area and page orientation from page layout.</p>		
12		Annex III Project Communication Plan	<u>What should the document look like?</u>	<p>Make sure that you list all the communication tasks as proposed in the application and reflected in the proposed budget and workplan.</p> <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 required adjusting the print area from page layout.</p>		
13		Applicant Organisational Framework / Organigram	<u>Can we choose between submitting the organigram of our organisation or describing our structure in the application form?</u>	No. In addition to the organigram of the organisation that 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.		
14		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>	No. In Section 1.3.2 of the application you are asked to describe project organisational framework that illustrates the roles of the applicant and any partners (in case of partnership) in the project. This structure needs to be reflected in the Project Organigram which needs to be submitted.		
15		Copy of VAT Certificate	<u>What do I need to submit if my organisation is not registered with the VAT Department?</u>	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. 24 + see Checklist of Attachments
16			<u>How to get a copy of VAT Certificate if it is not available?</u>	The copy of the Certificate can be downloaded following this link: https://cfr.gov.mt/en/eServices/Pages/VAT-Online-Services.aspx (An eID is required to log in)		
17	Requested grant amount within the permissible limits provided in the call (minimum €15,000 and maximum €25,000)	<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 II, Section 3 of the Excel document). Extract from Budget Table below:	p. 20		
18			<table border="1"> <tr> <td>Source of funding :</td> <td></td> </tr> <tr> <td>ACF 100% Funding</td> <td>-</td> </tr> </table>		Source of funding :	
Source of funding :						
ACF 100% Funding	-					

19	Eligibility criteria	Applicants are required to allocate a minimum of 5% of the overall total of the direct and indirect budget of their project (i.e. 5% of total budget proposed) for financial management capacity.	What should it look like in the Annex II table?	<p>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:</p> <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.		a. In case of employment contract	Under B.L. 1.1	b. In case of service agreement	Under B.L. 1.7	p. 19
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20	<p>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 (in such case to be reported under budget line B.L. 1.1) or subcontracted (in such case to be reported under budget line B.L. 1.7).</p>														
21	<p>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".</p>														
22	<p>Allocation of indirect costs equal or less than 15% of direct eligible personnel costs</p>														
23			<p>What is the Results Framework?</p>	<p>The results framework is a planning tool which provides an overview of the project's goals (outcomes), activities (outputs) and anticipated results and also specifies the means through which the achievement of the results is going to be measured (indicators).</p>											
24			<p>What is the difference between an output and an outcome?</p>	<p>Outputs are the products, capital goods, and services delivered by a project to the direct target group. Outputs are easy to attribute directly to the resources used and the activities performed. Outcomes are the (short and medium-term) effects of an intervention's outputs on the intermediaries or end beneficiaries. Outcomes are not as easy to attribute directly, but there is a logical link between the outputs and the corresponding outcome. Each outcome and output have at least one indicator.</p>											
25			<p>What is an indicator?</p>	<p>Indicators are a metric for performance monitoring and results measurement. All indicators have a unit of measurement as well as a source of verification. All indicators also have a baseline value and a target value when the programme is designed.</p>											
26			<p>What is a baseline value?</p>	<p>The baseline value is the value for the indicator before or at the start of the programme. Baseline values are '0' unless there is data from a previous project or research that can be directly linked to the indicator being used as a measure.</p>											

27	<p>Results Framework</p>	<p>Results Framework</p>	<p><u>What is the target value?</u></p>	<p>The target value is the value that will be achieved by the end of the project in relation to the indicator (e.g. Number of people who followed a media literacy education programme). Target values can be expressed as numbers or percentages (e.g. +10% over baseline value).</p>	<p>Application Form pp. 13 - 15 pp.6 -8</p>
28			<p><u>What is source of verification?</u></p>	<p>The source of verification refers to the means through which the target numbers / percentages claimed to have been achieved by the project can be verified. These may include official viewership figures, signed attendance sheets etc.</p>	
29			<p><u>How should I complete the Results Framework (see section 3.3 of the application form)?</u></p>	<p>First you need to identify which of the Outputs (Outputs 1, 2 or 3) your project will be addressing (it may be more than one output). Then identify the indicator/s under each of the chosen outputs that is relevant to your project. Then you need to fill in the information that is relevant to each of the indicators that you have ticked under each of the three columns: <i>Source of Verification, Baseline Value and Target Value (white boxes)</i>. The information you enter in these columns will be used to evaluate the progress and results of your project. You may wish to add an extra output that you feel your project will be addressing together with its relevant indicators, sources of verification, baseline values and target values.</p>	
30			<p><u>Should I fill in the Source of Verification, Baseline Value and Target Values at the Outcome level?</u></p>	<p>No. These values refer to the results that will be achieved by the programme as a whole and the relevant values will be filled in by the FO based on information provided by each of the projects when they are being implemented.</p>	