



MINISTRY FOR
SUSTAINABLE DEVELOPMENT, THE ENVIRONMENT AND CLIMATE CHANGE

Environmental Funding Support Scheme for Voluntary Organisations

Grant Application Form 2016

www.environment.gov.mt

For Official Use	
Name of Organisation	
Application Ref. No.	
Date of Receipt	
Receiving Officer	

1.0 Introduction

This Application Form must be fully filled in and all required documentation must be submitted. Applications that do not contain all the required information and documentation will be considered invalid. **Please complete this document in clearly legible block letters or typed format.** The information provided in this application form will be used for assessing the application. If there is insufficient space to answer any question, please continue on a separate sheet and attach it to your application. Attachments must be duly numbered and countersigned, and a clear cross-reference should be included in this application form.

1.1 Eligibility for funding requires a 'YES' answer to all the following questions. A 'NO' answer to any one of the questions indicates that your organisation is not eligible, and should not proceed with this application. Please tick (✓) the appropriate box, for each question below:

- (i) Are you a non-government, non-profit organisation? Yes No
- (ii) Is your organisation enrolled with the Commissioner for Voluntary Organisations? Yes No
- (iii) Is the main aim of your organisation related to environmental conservation and/or its promotion? Yes No

If yes, please specify further:

1.2 Applicants are to ensure that the following are submitted. Please tick (✓) the appropriate box as confirmation of submission:

- (i) Application form signed by the authorised representative of the organisation
- (ii) *Full project description* (Refer to section 3.0)
- (iii) Proof of enrolment with the Commissioner for Voluntary Organisations
- (iv) Most recent audited annual financial statements
- (v) The organisation's budget for the current year and the next year
- (vi) Evidence of ownership, title and/or right to use the property (in case of grants for site-specific physical interventions)
- (vii) Any other relevant background information/documentation (please specify)

2.0 Applicant details

2.1 Organisation details:

Name of organisation:			
Office address:			
			Postcode:
Voluntary organisation enrolment number:			
Official e-mail:			
Telephone:			
Website:			
VAT no.			

2.2 Details of organisation's representative responsible for this application:

Name & Surname:			
Position:			
ID Card/ Passport Number:			
Contact details:			
Business telephone:		Mobile phone:	
E-mail:			

2.3 Describe the main activities of the organisation:

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2.4 Details of the organisation's management structure:

(i) *General Manager/CEO/Head*

Name:	
Telephone:	
Email:	

(ii) *Secretary*

Name:	
Telephone:	
Email:	

(iii) *Treasurer/Cashier*

Name:	
Telephone:	
Email:	

(iv) *Employees*

Number of Employees	
Number of Volunteers	
Total	

2.5 Governance and Finance

- (i) When was the last Annual General Meeting held? _____
- (ii) What is your financial year: _____

3.0 Project description

3.1 Project title and outline description of the project:

3.2 Expected start and end date of the project:

Start Date: _____ End Date: _____

3.3 Attach to this Application Form a detailed description of the project for which a grant is being requested and any further relevant information or documentation related to this project:

(Please also tick (✓) the appropriate box as confirmation of submission)

- (a) Justification for the project
- (b) Project milestones and timelines
- (c) Expected outcomes and how these will be measured
- (d) Implementation system
- (e) Operational capacity and ability to successfully implement the project
- (f) Sources of funding
- (g) Breakdown of contributions to the project by the organisation and by third parties
- (h) Copies of all applicable permits already obtained related to the project
- (i) Any further information/documentation related to the project *(please specify)*

4.0 Funding requirements

4.1 Outline the different items for which funding is requested. The total must not exceed the maximum funding grant allowed. [Add additional sheets as required].

<i>Item</i>	<i>Grant requested (€)*</i>	<i>Funding from organisation's own funds (€)*</i>	<i>Other Sources (€)*</i>	<i>Total (€)*</i>
1.				
2.				
3.				
4.				
Total:	€	€	€	€

4.2 For each budget item, indicate how costs were calculated:

<i>Item</i>	<i>Breakdown of costings</i>	<i>Total Cost (€)*</i>
1.		
2.		
3.		
4.		
Total:		€

* Note: All Euro (€) values should be quoted exclusive of Value Added Tax (VAT)

5.0 Declaration

I, the undersigned, declare that I have been fully authorised to submit this application on behalf of _____, for the purposes of the Environmental Funding (Support Scheme for Voluntary Organisations).

I further declare that:

- (a) I have read and understood, and I accept, the guidelines for the Environmental Funding (Support Scheme for Voluntary Organisations), and I commit to fully honour all the conditions of the grant, if and as awarded;
- (b) All the information being submitted is correct and complete to the best of my knowledge. I am also aware that if any of the required information or supporting documentation is missing, incomplete or incorrect, then this application may be considered as ineligible. I am also aware that, should it eventually result that any aspect of this submission was untruthful, fraudulent or misleading, the authority administering the scheme as well as any other relevant authorities may take action in my regard and/or the organisation's regard, including but not limited to, legal action, withdrawal of funds, charging of interest on funds reclaimed back, and disqualification from future funding;
- (c) I commit to report within 10 working days any variations to the details provided in the application, whilst ensuring that the variations are kept within reasonable limits and do not substantially alter the general aims, nature and scale of the project. I also understand that any such variations may be subject to further evaluation as the Committee deems appropriate, and may not necessarily be approved on the sole basis that there is already an overall or in-principle commitment to the project funding; and
- (d) I am fully aware and agree that the information contained in this application shall be used by the Environmental Funding (Support Scheme for Voluntary Organisations) Committee, for the purposes of assessing eligibility for support/grants under the scheme, as well as for other matters related to the funding scheme including monitoring, auditing, inspection and enforcement as may be relevant. I hereby give my explicit consent, in terms of the **Data Protection Act 2001**, for the Committee to process any personal information provided in this form, without prejudice to any additional transmission of this data to other Government bodies. I am also aware that, in terms of the **Freedom of Information Act 2008** and the **Freedom of Access to Information on the Environment Regulations, 2005**, the Committee may need to disclose information and documentation with respect to this application, and I hereby give my explicit consent to such disclosure and exempt the Environmental Funding (Support Scheme for Voluntary Organisations) Committee from any responsibility or liability for any loss, damage, harm, litigation or other detriment that may arise from such disclosure.

Full Name: _____

Position/Capacity: _____

Signature: _____

On behalf of: _____

Date: _____