

Business Enhance ERDF Grant Schemes
SME Consultancy Services Grant Scheme
Notes to Applicants

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Introduction

The Measures and Support Division (MSD) within the Ministry for European Affairs and Implementation of the Electoral Manifesto (MEAIM) has been designated by the Managing Authority (MA) as an Intermediate Body (IB) responsible for administering European Regional Development Fund (ERDF) Grant Schemes through the implementation of Support Measures under the 2014 – 2020 programming period.

The SME Consultancy Services Grant Scheme is an aid scheme under the Business Enhance ERDF Grant Schemes initiative designed to address the needs identified in the Operational Programme I “*Fostering a competitive and sustainable economy to meet our challenges*” as approved by Commission Implementing Decision C (2014) 9966 Final dated 15 December 2014.

This scheme falls under Priority Axis 3 of Operational Programme I, more specifically:

- Investment Priority 3d - *‘Supporting the capacity of SMEs to grow in regional, national and international markets, and to engage in innovation processes’*; and
- Specific Objective 2 - *‘Nurture the growth potential of SMEs at regional, national and international level through the provision of infrastructure, access to finance as well as supporting services’*.

Scope of Document

This document is aimed at assisting applicants in the compilation of the application form and its submission. Prospective applicants are expected to have read these Notes to Applicants together with the:

- Guidance Notes for the Consultancy Services Grant Scheme; and
- Guidelines for Implementation issued by the IB.

Call for Applications

The SME Consultancy Services Grant Scheme shall be administered through a demand driven basis. Eligible Undertakings may apply whenever they identify a need that may be assisted under this Grant Scheme. The IB shall issue public calls for interested eligible Undertakings to submit their applications, with periodical cut off dates.

The IB shall publicise the calls through various media including local newspapers, websites and other media sources. In order to ensure the widest visibility possible, the IB will collaborate with stakeholders, particularly representatives of the business community, and other Government Entities when publicising the call for applications. The IB will also organise information sessions for prospective applicants, where information regarding the schemes, eligibility criteria and the application process will be given.

De Minimis Aid

The aid under this scheme is granted as *de minimis* aid in line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid. In terms of the provisions of this Regulation, each single Undertaking may not receive more than €200,000 in *de minimis* aid from any source of public funding (EU Structural Funds or any other State Aid) for a rolling period of three fiscal years.

Before filling in this application, applicants should first determine the amount of *de minimis* aid that the Undertaking has received / applied for in the reference period, in the ***de minimis* Declaration Form** which can be downloaded from <http://businessenhance.gov.mt/en/schemes/Documents/Declarations/De%20Minimis%20Declaration%20-%20I.xlsx>

In determining the amount of *de minimis* aid received by the Undertaking during the applicable reference period, the Applicant must take into consideration the following:

- The total *de minimis* aid approved and received by the enterprises making up the single Undertaking;
- Any state aid being applied for and / or *de minimis* aid pending approval;
- The amount of state aid applied for in the application being submitted under this Grant Scheme.

Single Undertaking includes, all enterprises having at least one of the following relationships with each other:

- (a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;

(b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;

(c) one 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) one 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 referred to in points (a) to (d) through one or more other enterprises shall also be considered to be a single Undertaking.

Any *de minimis* aid received would have been notified to the Undertaking by the grantor in writing. In this regard, applicants are to upload a signed copy of the ***de minimis* Declaration Form** in **Section 9 of this Application Form** and send the original, along with the Declaration Form and where applicable the Trustees/Fiduciary Declaration Form, within one week from submission of the application.

It is the responsibility of the Applicant to ensure that this declaration is correct and complete. 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.

Application Process

Applications may only be filled in and submitted online through the SFD 14-20 application portal. It is important to note that the online Application Portal is customised to work best with the Google Chrome browser.

Registration and access to the online SFD 14-20 Application Portal

In order to apply, one must first register to the online SFD 14-20 application portal, accessible through: www.sfd.gov.mt/application. This process needs to be conducted by the person who will be developing the application on behalf of the Applicant Undertaking. This could either be an individual from within the Undertaking, e.g. an employee / Director / Legal Representative or the Applicant himself / herself in the case of Sole Trader / Self-employed, or an expert entrusted by the Undertaking for this purpose.

A registration window appears on screen as shown in Figure 1.

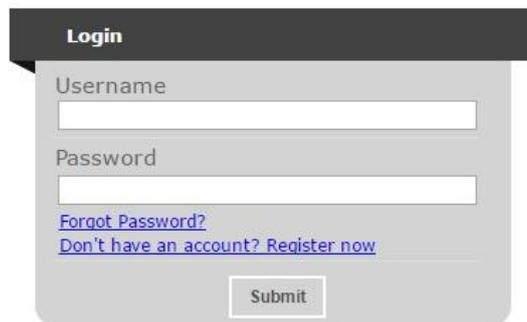


Figure 1: Registration Window

First-time Registrants need to register by clicking the “**Don’t have an account? Register now**” link. (Refer to Annex I “Registering for the first time” of this document for a more detailed step-by-step guide.)

Registered users can access the SFD 14-20 application portal by inserting their username and password details. (Refer to Annex II “Accessing the system” of this document for a more detailed step-by-step guide).

A user's **password can be changed** (if forgotten) by clicking on the "Forgot Password?" link. (Refer to Annex III "Requesting a change in password" of this document for a more detailed step-by-step guide).

Following registration, users can fill in and submit an online application form.

The Applicants' user credentials should not be shared. The system will not allow multiple users to login to the same account at the same time. For security reasons, if multiple users attempt to login to the same account at the same time, the account will be disabled.

Choosing the correct Call

Once the user account has been successfully created, the user will be directed to log into the System. After logging in, the user will be directed to the *home screen* (shown in Figure 2) and will receive an email containing the User Login and a link to activate the account.

Open Calls	Programme	Start Date	End Date	
Call 1 – SME Consultancy Services Grant Scheme	OPI – Fostering a competitive and sustainable economy to meet our challenges.	10/11/2016 12:00:00	31/12/2020 23:59:00	New Application
Call 1 – e-Commerce Grant Scheme	OPI – Fostering a competitive and sustainable economy to meet our challenges.	10/11/2016 12:00:00	31/12/2020 23:59:00	New Application

Call	Programme	Project	Reference	Confirmed	
Call 1 – SME Consultancy Services Grant Scheme	OPI – Fostering a competitive and sustainable economy to meet our challenges.	Project Title			View
Call 1 – e-Commerce Grant Scheme	OPI – Fostering a competitive and sustainable economy to meet our challenges.	Project Title			View

Figure 2: Home Screen

The Home Screen is divided into two sections. The upper section lists the **Open Calls**, and includes a **'New Application'** button. Once the correct call has been identified, in this case it would be 'Call 1 – SME Consultancy Services Grant Scheme', the user is to click the **'New Application'** button to continue to the actual application form.

The lower section of the home screen contains the details of any application forms that would have been previously created by the user. For new users, the lower section will appear empty as there would be no application forms created yet.

Once an application form is created, the 'View' button found on the homepage, will allow the Applicant to access the respective application form. It is relevant to point out that the system will allow the user to submit more than one project under any open call. In such cases, the user should click on the relevant **'New Application'** button to create an additional application form if/and when required.

Once the button 'New Application' is clicked, a new application is generated and a page as shown in Figure 3 opens up.

Figure 3: Selection of Priority Axis

This section will request the user to select the relevant **Priority Axis (PA)** and insert the **Project Title** and **Project Summary** accordingly.

The user is to click the **radio button** next to the available **Priority Axis**, in this case this would refer to ‘**PA 3 – Enhancing Malta’s competitiveness through investment in SMEs**’.

The Project Title is to be created by the user. The **Project Title** should be a concise description of the project, and suitable to be retained as the permanent project name. Ideally this should not be longer than ten (10) words. **Note: Once the ‘Create’ button has been clicked the field ‘Project Title’ cannot be amended.**

The Project Summary should be a short non-technical description of the proposed project. This section will serve as a summary of the project and therefore the information should be self-explanatory.

The “**Create**” button will allow the user to proceed to the next step. Once this button has been clicked the information is saved in the system.



There are also two icons at the top-right corner of the screen. These icons are visible in all of the application form screens. The ‘Home’ button will direct the user back to the home screen. The ‘Person’ button will give users the option to either change the password or sign out.

Should ICT technical support be required, kindly contact the MSD Unit on 22001100 or msd.meaim@gov.mt.

Step by Step Guidelines to complete an Application Form

Section 1: Executive Summary

The Executive Summary (shown in Figure 4) is a collection of general data that reflects the project at a glance.

1.1 - Executive Summary

Executive Summary					
Call	Call 1				
Scheme	SME Consultancy Services Grant Scheme				
Priority Axis	PA 3 Enhancing Malta's competitiveness through investment in SMEs.				
Project Title	Project Title				
Project Summary	Project Summary				
Start Date		End Date			
Grant Requested					
Amount of Public Funding needed for the Project					
0					
Total Financial Plan					
Eligible	0	VAT Eligible	0	Total Eligible	0
Non Eligible	0	VAT Non Eligible	0	Total Non Eligible	0
				Total	0
Total Gozo Contribution Financial Plan					
Eligible	0	VAT Eligible	0	Total Eligible	0
Non Eligible	0	VAT Non Eligible	0	Total Non Eligible	0
				Total	0

Figure 4: Executive Summary

This section is cross-referenced with other fields in different sections of the application form. This means that they will be automatically populated by the system once the relevant fields of the application form have been filled in by the user. In fact, all the fields in this section, apart from the 'Project Summary' field, are all greyed out and therefore no input of data will be needed in this section.

The **Call** field will automatically show the **reference** of the respective call for applications.

The **Scheme** field will automatically show the title of the scheme - **SME Consultancy Services Grant Scheme**.

The **Priority Axis** field will automatically show the title of Priority Axis 3 – **PA3 Enhancing Malta’s competitiveness through investment in SMEs**.

The **Project Title** will automatically show the title of the project as created by the user previously.

The **Project Summary** will automatically show the summary of the project as created by the user previously. This is the only field of the Executive Summary that can be amended in this section.

Project Start Date refers to the date when the project is envisaged to start (excluding drafting of the application form). This start date will be a provisional start date, as activities can only start after the signing of the Grant Agreement. This field will be automatically filled in by the system once the Applicant has completed **Section 4 – Financial Plan**.

Project End Date should reflect a realistic timeframe for the implementation of the project and should not exceed 12 months from the date of the project start date, by which date all activities are to be completed. This field will be automatically filled in by the system once the user has completed **Section 4 – Financial Plan**.

On the right hand side of the application form, Applicants will find 5 different function boxes: **Save, Print, Validate, Submit and Delete**.

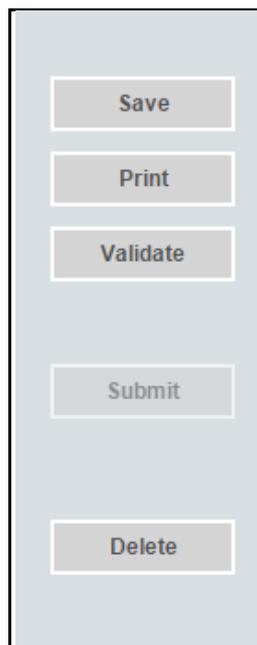


Figure 5: List of Function Options

It is important to note that **'Saving'** the document does not mean that the application form has been submitted to the IB, but only that the information has been stored on the system. This means that the application form can still be updated/amended until the final version is submitted. If the user decides to sign out of the application form at any stage, the data which would have been saved will be retained. When the user decides to commence with completing the application form, by clicking the 'View' button in the homepage, the user will be redirected to the 'Executive Summary' section, which is the first section of the application form.

The **'Print'** function will allow the user to print the section that they are viewing. This will allow users to distribute the data internally without having to provide their credentials to third parties. **(Refer to Annex IV for further details on how to export the Application Form in excel, word or PDF).**

On the other hand, the **'Validate'** button should be used when the user wants to verify sections of the application form that have been completed. In order to confirm that the application form is being correctly filled in, it is recommended that sections are validated as soon as all the necessary information has been inputted. When the fields of the application form are filled in incorrectly, or data is missing, upon clicking the 'Validate' button an error notification will appear at the top of the page. The error notification will specify what the error is so that the user can rectify and save accordingly. Therefore, when filling in an application in different stages, the user will be prompted by an error if the 'Validate' button is clicked, as there would still be sections not yet filled in the full application form. If no errors are given, then the information inputted can be considered to be correct. Users are reminded that any changes made to a previously validated section will need to be re-validated.

The **'Submit'** button will only be activated once all the sections have been validated. This function will result in the application being submitted for evaluation.

The **'Delete'** button will result in the permanent removal of an application from the SFD application.

On the left hand side of the application form, the user finds a list of all the sections of the application form. The user can navigate between the different sections by clicking the links shown in Figure 6.

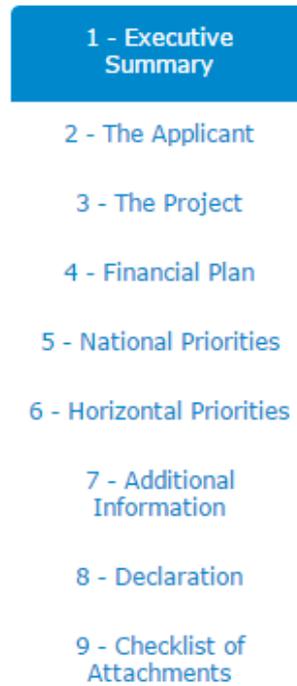
- 
- 1 - Executive Summary
 - 2 - The Applicant
 - 3 - The Project
 - 4 - Financial Plan
 - 5 - National Priorities
 - 6 - Horizontal Priorities
 - 7 - Additional Information
 - 8 - Declaration
 - 9 - Checklist of Attachments

Figure 6: List of Application Sections

Section 2: The Applicant

This section refers to the Applicant Undertaking that is seeking assistance through the Scheme.

Section 2 consists of three (3) sub-sections which are described in further detail below:

Section 2.1: Applicant Details

2.1 - Applicant Details

Applicant Details	
Legal Name of Applicant	<input type="text"/>
Authorized Representative	<input type="text"/>
ID No.	<input type="text"/>
Email Address	<input type="text"/>
Legal Form of Enterprise	<input type="text" value="Select an Option"/>
Registration/Identification No.	<input type="text"/>
Date established	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Phone number	<input type="text"/>
Vat Number	<input type="text"/>
Website address	<input type="text"/>
Project Manager	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>

Figure 7: Applicant Details

The section 'Applicant Details' is shown in Figure 7 and the respective data fields are to be filled in by the user as follows:

Legal Name of Applicant – The Applicant is to enter in this section its legal name that is:

- Limited Liability Companies – the name as defined in the Memorandum of Articles of Association;
- Partnerships and Co-operatives - the name outlined in the deed of partnership should be inserted in this section; and
- Sole trader/Self-employed persons - are to insert the name of the same self-employed person.

Authorised Representative – The Authorised Representative is an individual appointed by the applicant Undertaking to enter into agreements on its behalf as outlined in the Memorandum of Articles of Association or pursuant to a Declaration of the Board of Directors. In case where the Authorised Representative is not the person identified in the latest Memorandum of Articles of Association deposited with the Registrar of Companies and is nominated through a declaration, a copy of this Declaration is to be uploaded in **Section 9 of the Application Form**. In the case of Sole traders/Self employed this should be the name of the same self-employed person.

ID number – The identification number of the Authorised Representative is to be inserted. Do not include any characters other than **Numbers and one letter**.

e-mail Address – The e-mail address of the Authorised Representative is to be included.

Legal Form of the Enterprise – The user is to choose one of the options provided in the drop down menu (see Figure 8).

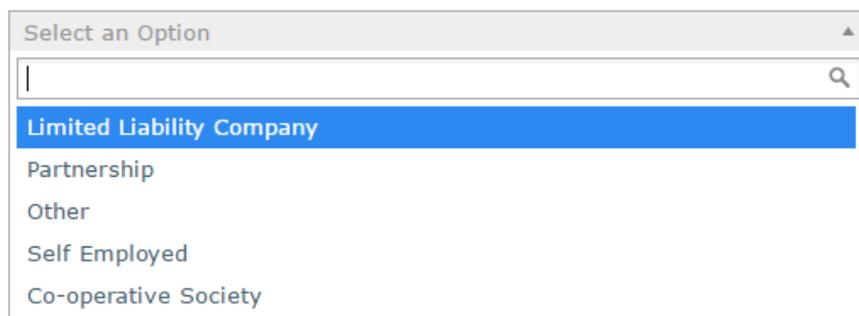


Figure 8: Legal Form of the Enterprise

If the user chooses '**Other**', then the Legal Form of the enterprise is to be specified in the respective field.

Registration/Identification Number – The Registration/Identification Number is the official registration number of the company or partnership in terms of the Companies Act, Chapter 386 of the Laws of Malta or the respective legal framework under which the applicant enterprise is registered. In those instances where the Applicant is not registered under Chapter 386 of the Laws of Malta, the user is to upload the legal document constituting the Enterprise under **Section 9 of the Application Form**. **Sole Traders/Self Employed** should enter their Identity Card Number.

Date Established – The user is to specify the Date of Establishment of the enterprise through the following:

- a) for limited liability companies, the Establishment Date shall be the date of registration with the MFSA;
- b) in the case of self-employed, shall be considered to be the date the person registered as a self-employed person with the ETC;
- c) in the case of partnerships, the establishment date shall be considered to be the date of the deed establishing the partnership;
- d) in the case of associations the date of the Statute establishing the association.
- e) In the case of co-operatives, the establishment date shall be considered as the date of the registration of the co-operative with the Co-operatives Board.
- f) In the case of others, the establishment date shall be considered as the date of registration of the organisation in terms of the applicable law of its establishment.

Registered Address – The user is to insert the registered address of the enterprise.

Post Code – Insert the respective Post Code.

Phone Number – Insert the phone number of the enterprise.

VAT number – Insert the VAT number of the enterprise.

Website address – Insert the website address of the enterprise. In case the enterprise **does not** have a website, kindly input 'Not Applicable' in the field.

Project Manager – The Project Manager is the person responsible for the implementation of the project. Only **ONE** Project Manager can be responsible for the project at any one time, even if the project is composed of different activities.

Position within Enterprise – The user must provide the Project Manager's position within the enterprise. In case the Project Manager is someone external to the applicant enterprise, then this is to be specified accordingly.

Phone number – Enter the contact number of the Project Manager.

E-mail address – Enter the e-mail address of the Project Manager.

The Applicant needs to indicate the **Size of Undertaking**. The Size of the Undertaking is based on Annex I Commission Regulation (EC) No 651/2014 of 17 June 2014. The regulation can be found here:

<http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1404295693570&uri=CELEX:32014R0651>

For more detailed information one may access the online '**User guide to the SME definition**' from

http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm

Basing on the aforementioned regulation, users are to primarily determine the Linked and Partner enterprises and subsequently fill in the details of the respective enterprises accordingly as shown in figures 9 and 10. If any of the Linked and Partner enterprises is represented by either a Trustee or Fiduciary, a declaration by each Trustee or Fiduciary is to be uploaded in **Section 9 of the Application Form**. The original signed Trustee/Fiduciary declaration form is to be sent by post to the Chairperson of the Public Selection Committee within one week from submission of the application, along with original signed copies of the Declaration Form and the *de minimis* Declaration Form.

Any Linked and Partner enterprises listed in the declarations provided by the Trustee or Fiduciary are to be listed together with the other Linked and Partner Enterprises. Should one need more space where to add any Linked and/or Partner enterprises one can do so by clicking on the 'Add another enterprise' button under the respective tables.

In case an Applicant is an Autonomous Undertaking, the user is to insert the words 'Not Applicable' in the first row of the respective tables and a '0' under the column 'Shareholding %'. This will enable the proper saving and validating of data.

Enterprise Name	Registration Number
CRK Ltd.	C99999

Add an enterprise

Figure 9: Linked Enterprises

Enterprise Name	Registration Number	Shareholding %
CRK Ltd.	C99999	25

Add an enterprise

Figure 10: Partner Enterprises

One needs to then determine the size of the Undertaking by calculating the Headcount, Turnover and Balance Sheet Total of the Applicant enterprise. This should be done by following the steps explained in the ‘User guide to the SME definition’. This can be accessed from:

<https://businessenhance.gov.mt/en/schemes/Documents/Reference%20Documents/SME%20Definition%20-%20User%20Guide.pdf>

The table below also acts as a guideline on how the Undertaking size can be determined.

Company category	Staff headcount	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

Following these workings, the user is to then select one of the options from the list provided (refer to Figure 11) to specify the size of the Undertaking.

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

Select an Option

Micro Enterprise

Small Enterprise

Medium sized Enterprise

Figure 11: Size of Undertaking

Following the completion of this segment the user must save the application form by clicking on the **'Save'** button found on the right hand side of the screen in order to populate the drop down function found in the next question.

It is essential for all the fields in this section to be completed for the validation to go ahead.

Applicants are to provide a copy of the **Audited Financial Statements and/or the Management Accounts** dated within the two fiscal years prior to the year of submission of the application for the applicant enterprise and all the linked and partner enterprises as specified in the Guidance Notes for the Grant Scheme:

- Audited Financial Statements and/or the Management Accounts dated within the two fiscal years prior to the year of submission of the application in relation to the applicant and the linked and partner enterprises.

With the respect to the last fiscal year, the applicant enterprise is to submit a copy of the detailed (not abridged version) of the Audited Financial Statements or the

Management Accounts (Profit & Loss Statements/Income Statement and Balance Sheet/Statement of Assets and Liabilities) certified by a Certified Public Accountant. The abridged version may be submitted with respect to the previous year. No documents would need to be submitted if a copy of these documents is already deposited with the Registry of Companies.

In the case of linked and partner enterprises with an obligation to present Audited Accounts/Annual Accounts at the Registry of Companies in terms of the Companies Act (Chapter 386 of the Laws of Malta) no documentation need to be presented subject to the condition that the last Audited Accounts/Annual Accounts declared are not earlier than for the two fiscal years prior to the year of submission of the application.

In the case of linked and partner enterprises without a legal obligation to prepare financial statements the Management Accounts (Profit & Loss Statements/Income Statement and Balance Sheet/Statement of Assets and Liabilities) certified by a Certified Public Accountant.

In the case of a Start-up established not over 2 years from the date of application not having the above documentation, a Profit & Loss Account/Income Statement, Cash Flow Projections and a Balance Sheet/Statement of Assets and Liabilities certified by a Certified Public Accountant.

In the case of a Sole Trader/self-employed a copy of the Income Tax Return for the last two years certified by a Certified Public Accountant.

Where required, accounts are to be uploaded through the **Enterprise Accounts** form found at the end of section 2.1.

In order to upload accounts, one is to first select whether the accounts that are going to be uploaded are for the Applicant, or for a Linked or Partner enterprise. The relevant Enterprise names will be then made available in the dropdown list and the appropriate Enterprise is to be chosen accordingly. This dropdown list is populated from the information provided earlier in section 2.1. The accounts files are then to be uploaded by clicking on the Choose File button which will open a window through which the documents can be uploaded. One should note that the annual accounts should be saved in one *.pdf* document or in a *zip* file. When the information has been filled and the correct accounts files chosen, the User can then choose to save the information by clicking on the 'Save Account' button found on the bottom left of the form. When one is to upload the accounts for both years, choose Accounts 1 for the first year and Accounts 2 for the second year respectively then save the information for both files at the same time. Once the form has been saved, one can add the account details of additional linked or partner enterprises by redoing the process.

In order to delete any previously saved entries one must first select the saved entry and then click on the 'Remove Account' button found at the bottom of the form. It is important to be sure before deleting entries as any deleted entries will not be recoverable.

In order to clear the form from any details entered before saving, one can click on the 'Clear' button which is found on the bottom right of the form.

Alternatively, to change a single uploaded file simply click on the respective Enterprise Name, once the entry is highlighted in blue click on the 'Choose file' button where the original file was uploaded, the line will still read 'No file chosen' as this does not reflect previously uploaded documents, however, you can still upload the new file which will replace the previously uploaded one. Once the new file has been chosen click on the 'Save account' button. To check whether the new file was uploaded click on the respective Enterprise Name, once the entry is highlighted in blue click on the View document button next to either Accounts 1 or Accounts 2, depending on where the document was uploaded. The saved file will be downloaded to your pc.

Enterprise Accounts	
Enterprise Name	Enterprise

Enterprise Applicant Linked Partner

Enterprise Name

Attach Accounts 1

Attach Accounts 2

Figure 12: Enterprise Accounts

When uploading files, Applicants need to ensure that no commas (,) are in the file name.

Section 2.2: Applicant's core business activities

NACE Code – The user is to insert the digits of the NACE code describing the commercial activity of the enterprise. As shown in the Sample Application Form, the Applicant needs to define the 'class' which is identified by the four-digit code. The four digit code is split into two parts by a full stop (.) Eg. 55.10.

In those cases where applicants have more than one activity, the Applicant should determine its core business activity and insert the respective NACE code. The principal activity of a statistical unit is the activity which contributes most to the total value added of that unit. Automatically, the respective description of the activity linked to the particular NACE code will show in the space provided.

Applicants may seek guidance on determining their NACE code for the activities of their enterprise by contacting the Business Register at the National Statistics Office (NSO).

NSO Business Register:

Tel: 25997353

E-mail: br.nso@gov.mt

In this section, one is to provide further details on the core business activities in which the enterprise is engaged in, and provide a background description of the enterprise and its operations. (Max 5,000 characters)

Section 2.3: Past Investment Initiatives

In this section, one is to indicate whether the Applicant has or is currently implementing any investment initiatives. These may include projects funded through public sources such as EU and National funds, or privately funded projects. In providing details of such initiatives, the user should only include initiatives implemented within the past **5 years** (from date of application). The user is to provide all relevant details as shown below.

Past Investment Initiatives

Title of Investment	Source of Financing	Project Outcome	Total Investment Cost €

Title of Investment

Description of the Investment

Source of Financing

Total Investment Cost €

Project outcome

Save Experience

Remove Experience

Clear

Figure 13: Past Investment Initiatives

Applicants are to insert data in the lower fields (See figure 13). The data to be inputted includes the **“Title of Investment”**, **“Description of the Investment”**, **“Source of Financing”**, **“Total Investment Cost €”** and **“Project Outcome”**. The upper fields are cross referenced and will be automatically filled in once details are inserted in the lower fields and the **“save experience”** button is clicked.

There is no limit to the number of initiatives that can be recorded in the system. This is described in more detail below.

This section provides three buttons with the following functionalities: to **save the experience**, to **remove the experience** and to **clear the text**. Their function is explained below:

- The **'Save Experience'** button will allow the Applicant to save the data that was inserted in the lower part of the section. Once the button is clicked, the relevant information will also appear in the upper part of the section. After clicking the 'Save Experience' button applicants can re-do the process to add additional experiences.
- The **'Remove Experience'** button will allow the Applicant to remove details of any experiences which might have been saved in the system. Applicants should be careful using this functionality because any deleted record cannot be retrieved. In order to remove an experience the Applicant must click on the enterprise's name (on the upper part of the section) and then click on the 'Remove Experience' button at the bottom.
- The **'Clear'** button has two functions:
 - a) Pressing clear when data is inserted in the fields but is not saved will clear such fields automatically
 - b) If the Applicant selects any of the already saved experiences, by pressing clear, the selected experiences will be removed.

A **blank entry** signifies that the Applicant has **no previous experience in the implementation of investment initiatives**. This section may be left blank, however, if any details are inserted all fields will become mandatory.

At this stage of the application it is recommended that the Applicant fills in the De Minimis Declaration form. The aid under this scheme is granted as *de minimis* aid in line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid. In terms of the provisions of this Regulation, each single Undertaking may

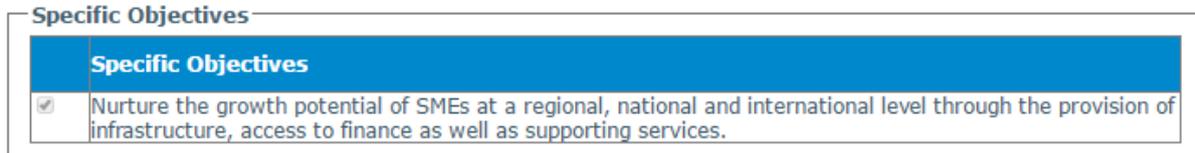
not receive more than €200,000 in *de minimis* aid from any source of public funding (EU Structural Funds or any other State Aid) for a rolling period of three fiscal years.

The compilation of the de minimis declaration form as per Annex V facilitates the identification of the maximum amount of de minimis aid that the Applicant may apply for under this Grant Scheme.

Section 3: The Project

Section 3.1: Project Details

This section introduces the Applicant Undertaking to the project itself. The application will automatically show the Specific Objective that the call is tied to as shown in figure 14.

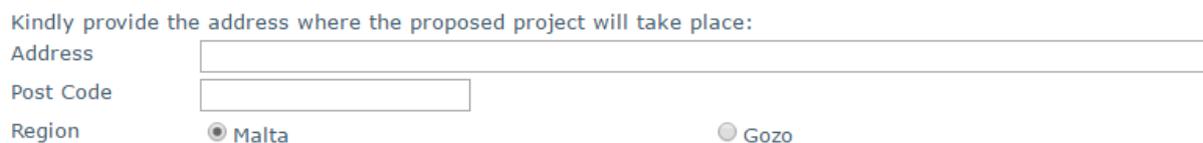


The screenshot shows a section titled "Specific Objectives" with a blue header. Below the header, there is a list of objectives. The first objective is selected, indicated by a checkmark in a box. The text of the selected objective is: "Nurture the growth potential of SMEs at a regional, national and international level through the provision of infrastructure, access to finance as well as supporting services."

Figure 14: Specific Objective

Location of project

The user is required to specify the **address** where the proposed intervention will take place. In this regard, the address and post code are to be inserted in their respective fields, whilst one option from 'Malta' or 'Gozo' is to be selected from the provided options.



The screenshot shows a form titled "Kindly provide the address where the proposed project will take place:". It contains three input fields: "Address" (a long text box), "Post Code" (a shorter text box), and "Region" (radio buttons for "Malta" and "Gozo"). The "Malta" radio button is selected.

Figure 15: Project Address

Section 3.1.1: Proposed Investment Initiative

In this section, one needs to specify the outcome of the Consultancy Service by choosing one of the four options provided, as shown in figure 16.

- An Organisation and Operations Review
- A Process and Systems Review
- A Business Plan
- A Feasibility Study

Figure 16: Outcome of initiative

The user shall opt to tick either the '**Organisation and Operations Review**' or the '**Process and Systems Review**' if the Applicant Undertaking is aiming at potentially re-engineering its business.

Meanwhile, if the Applicant Undertaking intends to potentially take on proposed investment initiatives, then the user is to select one from either the **'Business Plan'** or **'Feasibility Study'** options.

***Users should note that in case the third or fourth option is selected, meaning that the Applicant opts for either the 'Business Plan' or 'Feasibility Study' option, the user is to select one from the second list of options which are 'Investment actions' to identify which investment action the 'Business Plan' or 'Feasibility Study' will be addressing. Figure 17 shows the list of 'Investment actions' provided in the application form.**

- 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

Figure 17: Investment actions

Description of Project

Following this, the user must give a description of the proposed project, specifying its main characteristics and what it is proposing to attain. Identify what kind of Consultancy Service the Applicant shall be opting for and what this is intended to achieve and how the enterprise will benefit from this action. (Max 5,000 characters)

Impact on enterprise should funding not be secured

Describe how the Undertaking would be affected if the project funding is not secured. The user may refer to examples such as, amongst others, the eventual delaying of the project by postponing activities to a later date or opting not to implement this action altogether. (Max 5,000 characters)

Section 3.1.2: Level of Private Match Financing and additional investment addressing complementary actions.

The user must provide evidence of the source and level of Private Match Financing to see this project through. This should include whether the source is in the form of Private Equity, from the Applicant's own financial resources, bank loan, crowd funding, or others.

The user is requested to describe any **complementary actions** that the Undertaking will be engaging in or implementing in tandem to the proposed project. A detailed description of these actions should be provided and defined in terms of how they will **add value to the project**. Any supporting documentation is to be uploaded in **Section 9 of the Application Form**. (Max 5,000 characters)

Section 3.2: Project Risk Assessment

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

Applicants should indicate the **identified risks**, the **level of risk** the proposed project is exposed to and the **probability** of these risks happening. (Max 5,000 characters)

- b. How do you intend to mitigate these risks?**

Applicants should take into account all the risks which have been considered and describe what measures will be set up to ensure that these **risks are minimised**. (Max 5,000 characters)

Section 4: Financial Plan

The project proposal must include a comprehensive budget breakdown. In this section, which is shown in figure 18, the activity will be automatically set to 'Consultancy Service', the user is to insert a sub-activity in relation to the activity, and then insert a start date and end date, describe the sub-activity, insert any comments, and define the budget in the provided fields accordingly. The total costs of the project will reflect the cost of the sub-activity inserted by the user. This is further explained field by field below.

4.1 - Financial Plan

Activities Financial Plan

Activity	Sub-Activity	Total Eligible (€)	Total Non-Eligible (€)
Total (€)		0	0

Activities

Consultancy Service ▼

Sub-Activity

Investment Priority

3d - Supporting the capacity of SMEs to grow in regional, national and ▼

Start Date

End Date

Describe

Comments

Total Financial Plan

Elig.		VAT Elig.		Total Elig.	
Non Elig.		VAT Non Elig.		Total Non Elig.	
					Total

Gozo Financial Plan

Elig.		VAT Elig.		Total Elig.	
Non Elig.		VAT Non Elig.		Total Non Elig.	
					Total

Save Financial Plan

Remove Financial Plan

Clear

Figure 18: Section 4

Section 4.1: Financial Plan

The relevant activity, 'Consultancy Service', is automatically selected (see figure 19), and the user is to describe the Sub-activity linked to that activity. For example, the user may include 'Business Plan' as a related sub-activity.

Activities

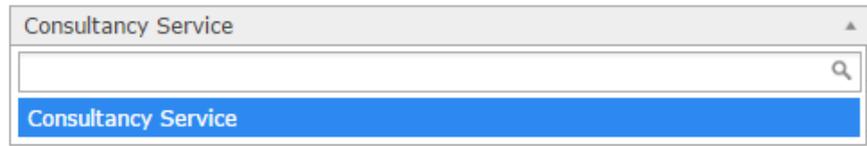


Figure 19: Selection of Activities

Investment Priority (IP)

The Applicant will also be presented with an **Investment Priority (IP)** that is set with the call and which is relevant to the project as shown in figure 20. The IP will be included automatically with every Sub-activity listed.

Investment Priority



Figure 20: Investment Priority

Start and End date

The user is to insert the start and end date for the Sub-activity by choosing the dates from the automatic calendar that pops up when the field is clicked on.

In determining the earliest start date for the activity, Applicants are to give due consideration to the fact that 'start of works' may not initiate prior to the award of the grant i.e. signing of the Grant Agreement. Therefore, Applicants are to keep in mind that the signing of the Grant Agreement may only take place following the conclusion of the evaluation process of the applications received by the cut-off date.

Furthermore, the start date and end date of the project should not exceed 12 calendar months.

If the activity is saved to the financial plan with an incorrect date, the user should delete the activity from the financial plan and re-enter the activity with the correct data.

Description of the Activity/sub-activity

The Applicant is requested to concretely **describe** what the sub-activity entails, and define the implementation of that sub-activity.

Comments

Applicants are to provide any comments that may be deemed necessary such as reference to item specifications or clarifications in relation to any ineligible costs that may still be necessary for the project implementation. If the Applicant does not have any comments, then 'Not Applicable' is to be inserted.

Financial Plan

Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>

Figure 21: Financial Plan

In this section, the user should specify the costs (in EUR) in the fields provided. Users should note that the amounts entered should not contain any characters such as 'comma' but only figures, so that for example an amount of '€5,000' would be simply entered as '5000'.

The '**Eligible**' costs are to be inserted in the respective field. The VAT for both eligible and non eligible costs is to be invariably inserted in the '**VAT Non Eligible**' field.

The '**Non Eligible**' costs indicated under this section need to reflect any expenditure (excluding VAT) related to that Sub-activity but which is ineligible for funding as specified in the scheme Guidance Notes.

The **Gozo Contribution Financial Plan** will be greyed out if the user did not provide an address in Gozo in Section 3.1 of this application. On the other hand, if an address in Gozo was provided the user will need to fill out both the 'Total Financial Plan' section and the 'Gozo Financial Plan' section with the same information.

When all information has been inputted, click on the 'save' button at the bottom of the screen. Once the details have been saved, these will show up at the top part of the Financial Plan.

Section 5: National Priorities

Section 5.1: National Priorities

In this section, the user is to link the project with National Policies so as to show how this proposal supports the national framework aimed at improving the business environment and the competitiveness of the industry. (Max 5,000 characters)

Applicants are encouraged to link their projects with policies of particular interest and relevance to the SME Consultancy Services Grant Scheme and the particular sectors in which the Applicant operates such as, amongst others, the:

- Small Business Act Malta;
- Small Business Act for Europe;
- Europe 2020 Strategy with the flagship initiative being 'An integrated industrial policy for the globalization era';
- Draft National Tourism Policy 2015-2020;
- eCommerce Malta National Strategy 2014-2020;
- Digital Agenda for Europe;
- National Research and Innovation Strategy 2020.

In the box below, please indicate whether the Project will be contributing towards National Priorities for Malta as identified in official documents.

Figure 22: National Priorities

Section 6: Horizontal Priorities

Section 6.1: Horizontal Priorities

In this section, one is required to demonstrate how the project effectively integrates the Operational Programme’s horizontal priorities.

Applicants are therefore to show that that they have considered **environmental sustainability** issues at all stages of the design of the project. Environmental sustainability should be considered also in relation to economic growth and social cohesion as these are related to and dependent on each other. Applicants should refer to the ‘Sustainable Development Strategy for the Maltese Islands 2007-2016’ and the ‘Sustainable Development Act’ with special focus on environmental sustainability, to identify how the project has been structured to ensure that environmental sustainability issues will be mainstreamed throughout the project’s aims and operation.

One must also define how **equal opportunities**, in its broadest sense, have been considered at all stages of the design of the project. Steps should be taken to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, design and implementation of the project. Project applicants are encouraged to mention how it will be ensured that equal opportunities will be integrated in the project. (Max 5,000 characters)

Further information may be sought from the following entities:

Ministry for Sustainable Development, the Environment and Climate Change	National Commission for the Promotion of Equality (NCPE)	National Commission Persons with Disabilities (KNPD)
MSDEC Offices Ex-Umberto Colosso Qormi Rd Sta Venera SVR 1310 Tel: 2292 6200 Email: decc.msdec@gov.mt	Gattard House National Road Blata I-Bajda HMR 9010 Tel. no.: (+356) 2590 3850 Email: equality@gov.mt	Bugeja Institute Braille Street, Santa Venera, SVR 1619 Tel: 22788555 Email: helpdesk@knpd.org

Section 7: Additional Information

Section 7.1: Additional Information

In this section the user is required to provide any additional information related to the previous sections which are deemed relevant. Applicants are requested to make reference to the specific sections by listing the sub-section number for ease of reference. (Max 5,000 characters)

Section 8: Declaration

Section 8.1: Declaration Form

The declaration form is to be signed and dated by the Authorised Representative of the Applicant. This should either be the legal Representative as determined in the Memorandum of Articles of Association or as authorised further to a Declaration of the Board of Directors. In the case of a Sole Trader/Self Employed, the Applicant is required to sign the declaration himself/herself.

It is important that the Declaration form is signed in blue ink.

A soft copy of this declaration form is to be uploaded under **Section 9 of the Application Form**, whilst the **original** copy is to be sent to the IB, along with a copy of the email acknowledging receipt of the application, and the **de minimis Declaration Form**, and where applicable the Trustees/Fiduciary Declaration Form, within one week from the date that the online application form is submitted on the following address:

Attention:

The Chairperson Project Selection Committee
Business Enhance ERDF Grant Schemes
Measures and Support Division (MEAIM)
Triq il-Kukkanja,
Santa Venera SVR 1411

If the information given in the application form is found to be false or deliberately misleading, any EU Funds awarded may be withdrawn and any funds paid may be recovered from the Undertaking.

Under this section applicants may also save a copy of the application form in PDF format. **Refer to Annex VI for further details on how to generate the document in PDF format.**

Section 9: Checklist of Attachments

It is the responsibility of the Applicant to ensure that **all** the necessary documents mentioned throughout this Application Form and the respective Guidance Notes are included under this Section. For ease of reference a checklist has been provided in the application form.

After accessing the relevant uploading Section, titled 'Checklist of Attachments', the application form displays an information table containing details of the type of **document**, the name of the **uploaded file** (the column will be empty until a file is uploaded), a '**Choose File**' button, a '**View**' button and a '**Remove**' Button.

When uploading files, Applicants need to ensure that no commas (,) are in the file name.

9.1 - Checklist of Attachments

Documents Checklist					
Document	Uploaded File				
Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise		Choose File	No file chosen	View	Remove
Audited Financial Statements and/or the Management Accounts		Choose File	No file chosen	View	Remove
Declaration of Authorization		Choose File	No file chosen	View	Remove
Certificate of Registration		Choose File	No file chosen	View	Remove
Final Settlement and of Social Security Contributions Compliance Certificate		Choose File	No file chosen	View	Remove
Income Tax Compliance Certificate		Choose File	No file chosen	View	Remove
VAT Compliance Certificate		Choose File	No file chosen	View	Remove
Proof of Match Financing		Choose File	No file chosen	View	Remove
Quotation from registered Consultancy Service Provider		Choose File	No file chosen	View	Remove
Declaration Form		Choose File	No file chosen	View	Remove
De Minimis Declaration Form		Choose File	No file chosen	View	Remove
Declaration by Trustee or Fiduciary		Choose File	No file chosen	View	Remove
<input type="button" value="Add supporting document"/>					

Figure 23: Checklist of Attachments

List of mandatory documents

The Applicant is required to upload the following mandatory documents identified in the above checklist with the application form, as specified in the respective Guidance Notes:

- Business Plan
- De Minimis Declaration
- Final Settlement and of Social Security Contributions Compliance Certificate

The Final Settlement and of Social Security Contributions Compliance Certificate can be acquired from the following Inland Revenue Department officials:

Alexander Cassar

Tel No: 22962755

Email: alexander.cassar@gov.mt

Or

Saviour Abela

Tel No: 22962129

Email: saviour.abela@gov.mt

- Income Tax Compliance Certificate

The Income Tax Compliance Certificate can be acquired from the following Inland Revenue Department officials:

Alexander Cassar

Tel No: 22962755

Email: alexander.cassar@gov.mt

Or

Saviour Abela

Tel No: 22962129

Email: saviour.abela@gov.mt

- VAT Compliance Certificate

The VAT Compliance Certificate can be acquired by contacting the following VAT Department officials:

Mariella Orlando

Tel No.: 22799231

Email: mariella.orlando@gov.mt

Or

Joseph Attard

Tel No.: 22799232

Email: joseph.b.attard@gov.mt

- Quotation from registered Consultancy Service Provider

Due to the duration of time and the confidential nature of the information required by a consultant to assess the needs of the beneficiary, the beneficiary is to request an itemized quotation from **ONE** external service provider that is registered with the IB under the SME Consultancy Services Grant Scheme. The quotation is to be submitted with the Application Form.

- Proof of Match Financing

The applicant is to provide documented evidence to prove that the applicant has available private funds, i.e. funds not originating from any source of public funding, to see through the project. This can be evidenced for example through:

- the provision of a Letter of Intent/Sanction Letter issued by a bank; or
- in case that the enterprise has the necessary liquidity, bank statements certified by a public accountant would suffice; or
- if other private sources such as crowd funding etc. shall be used, one would need to provide documented evidence that such funds are available.

- Declaration Form

List of documents to be uploaded where and as necessary

Where applicable, the user is required to upload the following documents identified in the above checklist with the application form, as specified in the respective Guidance Notes:

- Copies of any necessary Permits
 - Copies of any necessary permits in relation to the project, such as the permit to operate from the premises, including any operational permits, and planning permits, should be uploaded.

- Declaration of Authorization
 - The Declaration of Authorization is to be uploaded in those cases where it is applicable. Where the Memorandum of Articles of Association identify the Authorised Representative and are available at the MFSA or where the Applicant Undertaking is a Self Employed, no declaration of Authorization is required.

- Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise
 - In those cases where the latest copy of these documents is not deposited with the Registrar of Companies (MFSA), a copy is to be uploaded with the application form.

- Certificate of Registration
 - The Certificate of Registration is to be uploaded in those cases where it is applicable. For a Sole Trader/Self Employed this does not apply.

- Declaration by Trustees or Fiduciary
 - The declaration by Trustees or Fiduciary is to be uploaded in those cases where it is applicable.

- Audited Financial Statements and/or the Management Accounts
- Additional Supporting Documentation

In order to upload a file, the User must click on '**Choose File**' following which, he/she will be prompted to select the file to be uploaded.

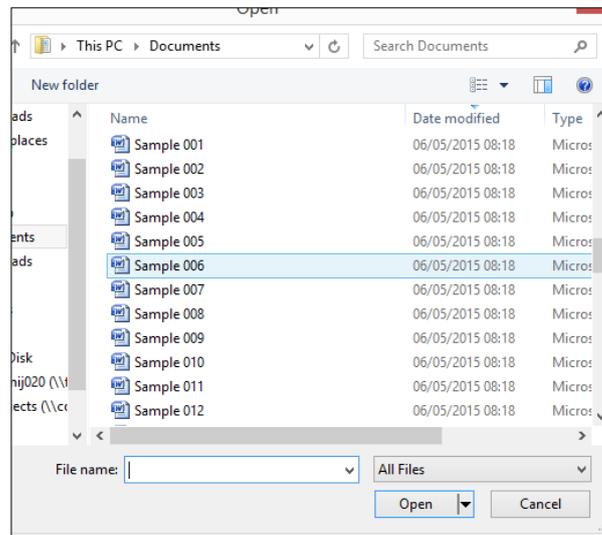


Figure 24: Choosing a file to upload

When the file is chosen (and the User clicks on 'Open') the system returns to the uploading screen where the file is now shown in column 3 of the table. It is important to point out that at this stage the file is still not uploaded in the system. In order to upload the file in the system the User will need to click on the '**Save**' Button (on the right of the screen) following which the file will be shown as uploaded (in column 2).

At this stage the User may opt to either continue inputting other documents (by clicking on the relevant '**Choose File**' buttons in the other rows), viewing the document (by clicking on the '**View**' button) or removing the document (by clicking on the '**Remove**' button).

The User will have the option to also upload documents which are not listed in the information table. This can be done by clicking the 'Add another document' button (figure 25) beneath the previously mentioned information table. On clicking such button the User will be prompted to choose a document to be uploaded.

Once selected, the document name will appear adjacent to the 'Choose File' button (as shown in figure 25).

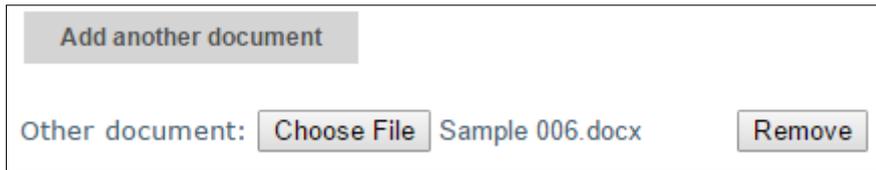


Figure 25: Functionality button showing uploaded file

At this stage the document is not actually uploaded to the system. This will take place only when the 'Save' button is selected. Before the application form is saved, the User can click on the 'Remove' button and the selected file will be removed (without being saved). Alternatively, clicking on 'Choose File' will allow the User to select another document which will replace the one previously selected.

Once the User is satisfied that the correct document to be uploaded has been selected, the applicant may proceed with saving the application form (following which the document will be uploaded). The User will know that the upload has been successful because the document will appear as 'Other' in the information table. There is no limit on the number of 'Other' documents that can be uploaded in the system.

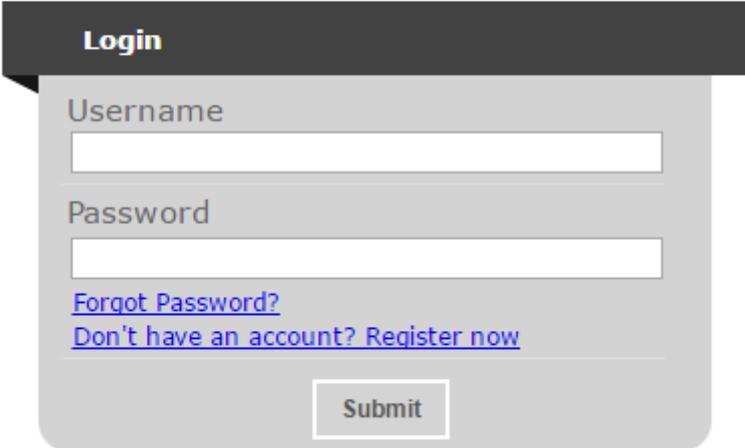
ANNEXES

Annex I: Registering for the first time

The user is to log in to the web based version of the SFD14-20 Application portal on www.sfd.gov.mt/application.

Click on the “**Don’t have an account? Register now**” link. This will direct the user to the Registration Screen, (see figure 26). All data fields requested in the User Profile are **mandatory** and will be captured in the application form submitted.

* This website is best optimised for Chrome and Mozilla Firefox.



The image shows a login form with a dark grey header containing the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". Under the "Password" field, there are two blue links: "Forgot Password?" and "Don't have an account? Register now". At the bottom of the form is a "Submit" button.

Figure 26: Register User Profile

Step by Step guidelines to filling in the user profile window follow:

Organisation Name: This section should show the name of the organisation that is filling in and submitting the application. Consultancy firms and external individuals filling in the application on behalf of an Applicant Undertaking may use the same profile to fill in and submit multiple applications. However, each project must be linked to only **ONE** Undertaking.

First Name and Last Name: This section should show the name of the person who is registering the account.. This individual will hereinafter be referred to as the “**Registrant**”.

Address & Post code: The Enterprise's registered address and Post Code are to be inserted in these sections.

Telephone Number: The Registrant's work telephone number is to be inserted in this section.

Mobile Number: The Registrant's mobile number is to be inserted in this section. In cases where this is not possible, the number '0' should be inserted.

ID number: The Registrant's Identity Card number is to be inserted in full e.g. 12345M. Do not include any characters other than numbers and one letter.

VAT Number: The VAT number of the Enterprise, as per VAT certificate, is to be inserted in this field.

CORP Account (if any): This data field is applicable to Registrants that are government officers. Registrants that do not have a CORP account are to leave this empty and the system will automatically generate a User account.

Email Address: This section should be filled in with the registrant's contact email address. The registration process will require the insertion of a valid and official email address in order to be completed effectively. Ideally, generic email addresses should be avoided.

Password: The Registrant is to insert a password.

Note: The password chosen must comply with the following established criteria:

- must be at least eight (8) characters long
- must contain at least one character from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numbers (0 through 9)
 - Symbols, for example + = () & ! ? > <
- Passwords must NOT contain three (3) or more consecutive characters of the Applicant's login, name or surname.
- New Passwords must be different from the last recently used password

Confirm Password: The Registrant is to re-type the password to ensure that this has been inserted correctly.

When **all** the data fields have been inputted the Registrant can proceed by clicking on the **'Register'** button. The user will be prompted with error messages if any data field is left incomplete or is filled in incorrectly.

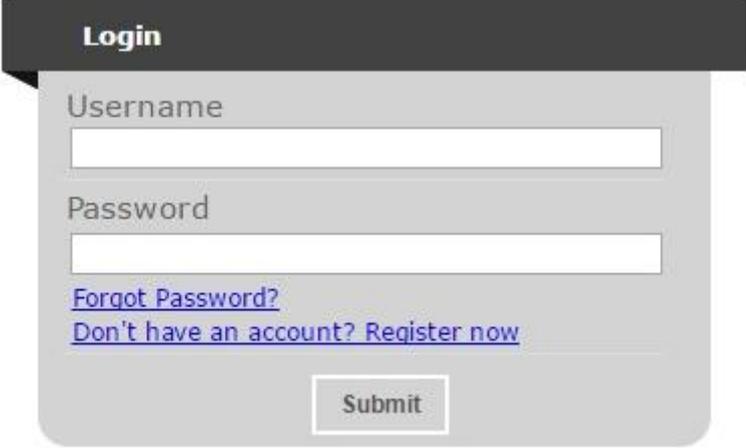
Upon successful registration an automated email will be generated from the SFD system to the e-mail address that the Registrant provided in the user registration form. This email (as shown in figure 27 will inform the Registrant that the SFD14-20 account has been created successfully and will provide the Registrant with a link to activate the account.



Figure 27: Email confirming registration

The account can ONLY be accessed once it has been activated.

Annex II: Accessing the System



The image shows a login form with a dark grey header containing the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". Below the "Password" field, there are two blue links: "Forgot Password?" and "Don't have an account? Register now". At the bottom of the form is a "Submit" button.

Figure 28: Login

If you are already registered you can proceed to access the system by inserting the Username (provided upon registration) and the password and clicking on the Submit button.

Annex III: Requesting a change in Password

This function should only be used when the Registrant has forgotten his/her password or when he/she has doubts as to whether the security of his/her password has been compromised.

By clicking the **Forgot Password** link the Registrant is directed to a screen where he/she is asked to insert his/her username. In this case the username generated following registration should be inserted.

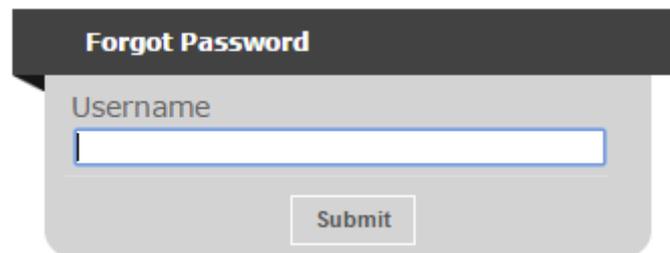
The image shows a user interface for a 'Forgot Password' function. It features a dark gray header bar with the text 'Forgot Password' in white. Below this is a light gray rounded rectangle containing a text input field with the placeholder text 'Username' and a 'Submit' button centered below it.

Figure 29: Forgot Password Screen

On pressing the Submit button the user will be informed that an email has been sent to the email address used in the registration process. The user can then follow the instructions and link provided in the e-mail to reset the account password.

Note: There is a possibility that users may also receive a generated email to reset the password even though they did not request it. This may be due to another user trying to access the application form using that username and requesting to reset the password. In such cases the details of the request are recorded (for auditing purposes) and the User should disregard the password change prompt and continue using the current password to log onto the system. In such circumstances it is strongly recommended that the issue is reported to the Managing Authority for further investigation.

REMINDER: Usernames and Passwords are NOT to be shared.

If the request to reset the password is genuine, on clicking the reset link the user is directed to a screen where he/she is prompted to insert a new password as seen in the below figure.

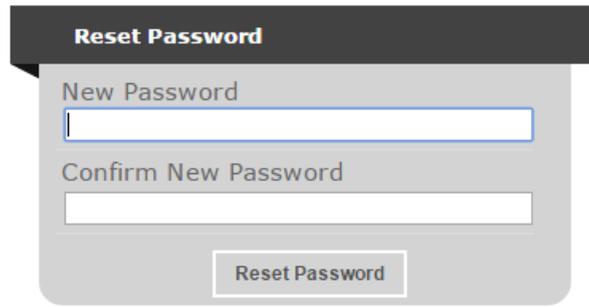
A screenshot of a mobile application's 'Reset Password' screen. The screen has a dark grey header with the text 'Reset Password' in white. Below the header, there are two text input fields. The first field is labeled 'New Password' and the second is labeled 'Confirm New Password'. Both fields are currently empty. At the bottom center of the screen, there is a button labeled 'Reset Password'.

Figure 30: Reset Password Screen

Once the new password is inserted and confirmed the User is directed to the Home Screen of the application form.

Annex IV: Exporting Application Form to .pdf

Applicants may generate a copy of the online application form, in PDF format, at any stage of the application form process. This can be done by clicking on the print functionality button that is available on the right hand side of the screen (see figure 31 below) which in turn will generate a screen informing the user that the application form is being exported (see figure 31). Applicants are to click on the “floppy disk” icon found at the top right corner of the screen (see figure 31) and may generate this application form in Excel, Word or PDF format as required.

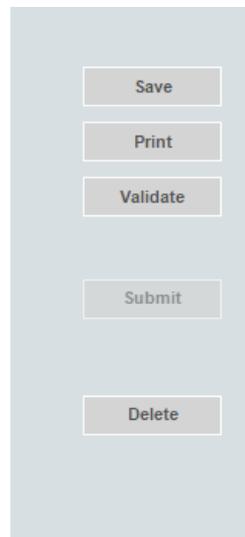


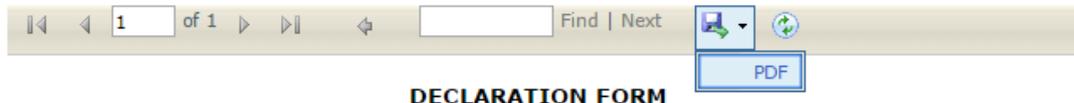
Figure 31 - Exporting Application Form



Figure 32 - Exporting Application Form to Excel, Word and/or PDF

In case of section 8, the declaration form can be exported for signature (see figure 33).

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

Figure 33: Exporting Declaration Form to .PDF

Annex V: De minimis Declaration Form

As this scheme falls under the *de minimis* Aid regulation, Applicants will need to fill in the *de minimis* declaration form. This form can be found from:

<http://businessenhance.gov.mt/en/schemes/Documents/Declarations/De%20Minimis%20Declaration%20-%20I.xlsx>

Commission Regulation (EU No 1407/2013 allows a 'single undertaking' to receive an aggregate maximum amount of *de minimis* aid of €200,000 under all *de minimis* aid measures, over a period of three 'fiscal years'.

A **Single Undertaking** includes, all enterprises having at least one of the following relationships with each other:

(a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;

(b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;

(c) one 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) one 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.

The applicant is to choose the scheme from the drop down menu on top.

The Applicant is to calculate the amount of *de minimis* aid received to date by filling in Sections 1, 2 and 3 of this declaration form.

Section 1

In Section 1 the Applicant is to give a detailed account of the funds received by the applicant enterprise, partner enterprises and linked enterprises under the *de minimis* regulation. A more detailed explanation on how to determine Linked and Partner enterprises can be found in the 'User Guide to the SME definition' booklet.

Applicants need to fill in the following details:

DECLARATION			
I declare that a comprehensive amount of <i>de minimis</i> aid received to date during the current fiscal year and the previous two fiscal years is:			
Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Total
			€0.00

Figure 37: Total amount of *de minimis* aid funds received

The Applicant is to then complete the declaration form by completing the fields as follows: **Business Undertaking** (Full Legal Name), **VAT Registration Number**, **Name and Surname** of the individual authorized to fill in the *de minimis* declaration form (Block LETTERS), **Position in Establishment** of the person signing the *de minimis* declaration form. The declaration form is to be signed (in blue ink) and dated in the spaces provided accordingly (See Figure 38).

A breakdown of the source, type and amount of all *de minimis* aid received as well as that applied for from any State aid grantor, is presented overleaf.

_____	_____
Business Undertaking (Full Legal Name)	VAT Registration Number
_____	_____
Name and Surname (BLOCK LETTERS)	Position in Establishment
_____	_____
Signature	Date

Figure 38: Applicant Details

Annex VI: Declaration by Trustee or Fiduciary in Relation to a Company within a Group

Applicants who have linked or partner enterprises represented by Trustees or Fiduciaries must submit a declaration with the information of these enterprises. The declaration form can be found from: <http://businessenhance.gov.mt/en/schemes/Documents/Declarations/Declaration%20by%20trustee%20or%20fiduciary.xlsx>. A declaration for each enterprise represented by Trustees or Fiduciaries must be submitted.

The declaration should be filled in by the Legal Representative of the Trustee/Fiduciary Company.

On the upper left hand corner of the declaration the person filling in the declaration should insert the Date of Declaration and the name of the Company applying for the grant in the available fields.

In the left hand column the Company Registration number, or in the case of an individual, the ID Card No., of all involved is to be listed. In the right hand column the name of the Company/Individual/Entity should be filled in.

The declaration must then be signed by the Legal Representatives of the Trustee/Fiduciary Company.

Once the declaration has been signed (in blue ink) it should be scanned and uploaded in Section 9 of the online Application Form.

Failure to submit the Declaration Form, or the submission of an incomplete Declaration Form will render the Application Form ineligible.

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

