Reference Number

XX/2022

Per Capita Assistance to Independent Schools
Directorate for Quality and Standards
in Education
Joseph Abela Scolaro street Ħamrun,

Application for *Per Capita* Assistance to Independent Schools related to Services and Facilities required **for the Implementation of Educational Reforms for All Children to Succeed.**

I, _____ *(name and surname in block letters)* ,

ID card number _____ and residing at _____

_____

_____

_____

(please write your address)

as Head of the following School:

_____

_____

_____

(name and address of the School in block letters)

wish to apply for reimbursement of eligible expenditure incurred by the above mentioned School with respect to the *per capita* assistance to Independent Schools related to services and facilities required for the implementation of educational reforms for all children to succeed.

(Give a brief and concise description of the services and or works involved and paid for. and, where applicable, the location where such works have been carried out, giving the address. ***You may attach additional sheets*** **to** ***this application form):***

Official rubber stamp and signature of the Head of School

This School has a valid licence with the Directorate for Quality and Standards in Education as a School providing compulsory education provision, and is fully compliant with the relevant licence conditions. The Directorate for Quality and Standards in Education confirms that all the services and/or works undertaken by this School as described in this application form are required for the implementation of educational reforms for all children to succeed.

Signature and official rubber stamp of the Director, (Quality and Standards in Education)

The services and/or works as described above were carried out during the period *(give dates)* _____ and the total eligible costs involved were Euro_____

Considering the financial assistance that the school is eligible to under this Scheme, through this application 1 am requesting as reimbursement the sum of Euro_____.

I am also submitting documentary evidence regarding settlement of such costs incurred. Fiscal receipt/s and commercial invoice number/s are *(Attach the acknowledgement form to this application form)*

I request that payment of the reimbursement, as per modalities and with the ceilings of this Scheme, will be made to the following address:

Name _____

Address _____

_____

This reimbursement shall not include any amount which would qualify to be claimed as a deduction of input VAT under the Value Added Tax Act (Cap. 406). This School, as duly and legally represented, shall be held responsible for any claims made under this application.

Similarly, this reimbursement shall not include expenditure for which the school has benefited from, or has applied for, assistance for the same expenditure under another scheme. This School, as duly and legally represented, shall be held responsible for any such claims made under this application.

The Ministry for Education, Sport, Youth, Research and Innovation may take any action to safeguard that no reimbursement is madeirregularly or where there is no right for such claim.

I declare that the details and the information in this application are correct. I also declare that this claim is final and that I am duly authorised to receive the payment on behalf of this School.

Name of applicant	Designation	Signature	Tel. Number / *mobile*

Date _____

This application, together with all the relevant documents, is to be submitted are to be submitted with the application shall be submitted by hand to the Directorate for Quality and Standards in Education, Joseph Abela Scolaro street Ħamrun within three months from the completion of the related services and/or works as evidenced by the date of the last relevant receipt.

The following documents are being submitted with this application form:

(a) a copy of the Identity Card of the applicant or, in the absence of an Identity Card, any other official document that identifies the applicant;

(b) the original fiscal receipt/s as well as the commercial invoices authenticated by the Head of School and, where applicable, by a warranted architect;

(c) where applicable, an official certificate issued by the warranted architect confirming that the eligible works of a capital nature as described in the application form are in conformity with all the existing regulations and laws, and in accordance with the necessary permits issued by PA, as well as the consent of third parties, if and as may be required for the works to be carried out;

In the case of school furniture, equipment and software that fall within eligible expenditure. and which items are not purchased from Malta, the original invoices of the purchase of such items issued by the supplier together with the delivery note/s, the original documentary proof that final payment has been effected, and clearance from Maltapost/Department of Customs Malta, as may be required. These documents must confirm that such items were really purchased; the expenditure costs, and which costs include duty and VAT as may be required, were really paid in full; and that such purchase was effected by the school applying for the grant under this scheme for the same school. Such purchased items must also conform to EU standard safety regulations, as may be required.

(d) where applicable, an officially endorsed copy of the PA approval of the works of a capital nature as described in the application form;

(e) where applicable, an officially endorsed copy of the PA Compliance Certificate of the said works of a capital nature;

Where the PA Compliance certificate cannot be produced for reasons not related to the capital expenditure for which a claim is being made through this application, which reasons do not hinder the effective provision of compulsory education according to the required standard as requested by the Directorate for Quality and Standards in Education, the applicant produces an official declaration from a warranted architect explaining why the claim should be considered.

Personal information provided on this form is protected and used in accordance with the Data Protection Act. The information shown on this application form may be submitted without restriction to Governments accountability structures and to the House of Representatives.

The DQSE reserves the right to carry out spot checks in schools to verify the veracity of the claims submitted.