Reference Number

Grant Scheme to Church and Independent Schools,

Office of the Director General, Directorate for Quality and Standards in Education,

(DQSE) Level 1, Joseph Abela Scolaro Street, Hamrun, HMR 1304

APPLICATION FOR A GRANT RELATED TO ELIGIBLE EXPENDITURE FOR WORKS OF A CAPITAL NATURE INCURRED BY A CHURCH OR INDEPENDENT SCHOOL FOR THE IMPLEMENTATION OF EDUCATIONAL REFORMS FOR ALL CHILDREN TO SUCCEED

I,_____(name and surname in block letters), ID card Number _____ and residing at _____

_____

_____

(write your address)

as Head of the following School

_____

_____

_____

_____

(name and address of the School in block letters)

wish to apply for a grant on the eligible expenditure for works of a capital nature incurred by the above-mentioned School and this with regards to the implementation of the educational reforms in compulsory education. (Give a brief and concise description of the works involved and paid and the location where such works have been carried out, giving the address):

_____

_____

_____

_____

_____

_____

_____

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 works undertaken by this School as described in this application form have been undertaken in order for the school to extend its teaching services in the primary and/or secondary level in accordance with the Scheme.

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

(FOR CHURCH SCHOOLS ONLY)

The Secretariat for Catholic Education confirms that all the works undertaken by this School as described in this application form have been authorised by the Bishops in Ordinary of Malta.

Signature and official rubber-stamp of the Secretariat for Catholic Education (Curia)[1]

Works of a capital nature as described above were carried out during the period (give dates) _____ and the total eligible costs involved were Euro_____.

I am also submitting documentary evidence regarding settlement of such capital costs incurred. The VAT fiscal receipt/s number/s are

_____

_____

_____

_____

_____

I request that payment of the grant is made to the following address:

Name_____

Address_____

_____

[1] This applies to church schools only.

This grant 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.

The Ministry for Finance and Employment may take any action to safeguard that no grant is made irregularly 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

Date _____

This application, together with all the relevant documents, is to be submitted/sent to the Grant Scheme to Church and Independent Schools, Office of the Director General, Directorate for Quality and Standards in Education, (DQSE) Level 1, Joseph Abela Scolaro Street, Hamrun, HMR 1304, within three months from the completion of the related works.

The following documents are being submitted with this application form:

(i) Copy of the I.D. Card of the Head of School or, in the absence of an Identity Card, any other official document;

(ii) The original fiscal receipt/s and commercial invoices of related eligible works carried out as authenticated by the Head of the School and, where applicable, by a warranted architect. Where a supplier is exempted from issuing a VAT fiscal receipt, a countersigned statement to this effect by the supplier must be submitted together with the commercial invoice/s.

(iii) where applicable, an official certificate issued by the warranted architect, confirming that the eligible works of a capital nature as described in this application form are in conformity with all the existing laws and regulations, and in accordance with the necessary permits issued by Planning Authority (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 and equipment referred to in the interpretation of ''works of a capital nature'', 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 affected, 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 affected 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. These documents are to be endorsed by the Head of School;

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

(v) 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.

Data Protection

I understand that any personal data submitted to the Ministry for Finance and Financial Services and the Ministry for Education and Employment in relation to this application will be processed in accordance with the General Data Protection Regulation 2016/679 (EU) and the Data Protection Act (586). The personal data provided will be used for vetting and processing purposes. Please refer to our Data Protection Policy online to be accessed on https://mfin.gov.mt/en/The-Ministry/data-protection-policy/Pages/Data-Protection-Policy.aspx.

I agree with the above ☐

_____ _____

The Applicant/ Head of school Signature

(name and surname in block letters)

Note:

Where a fraudulent claim arises, the Ministry for Finance and Employment may institute criminal proceedings against those responsible. In the event of an incorrect payment of a claim, the same Ministry reserves the right to recover funds paid in error.

STATE AID DECLARATION *(DE MINIMIS)*

Assistance to church and Independent Schools related to Capital expenditure in the Implementation of Educational Reforms for All Children to Succeed

If the submitted application is approved, the project will benefit from *de minimis* State 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.*

Commission Regulation (EU) No 1407/2013 allows a 'single undertaking' to receive an aggregate maximum amount of *de minimis* aid of EUR 200,000 under all *de minimis* aid measures, over a period of three 'fiscal years'. This aggregate maximum threshold applies in principle to all economic sectors with the exception of a 'single undertaking' performing road freight transport for hire or reward for which a lower de minimis threshold of EUR 100,000 over any period of three 'fiscal years' applies. The agriculture and fisheries sectors are subject to different thresholds and criteria. For the purpose of this declaration the term 'single undertaking' shall have the meaning as established in *Commission Regulation (EU) No 1407/2013*. Moreover 'fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this scheme and any other State aid measure granted under the *de minimis* rule. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The following is an indicative list of the possible forms of State aid:

- Grants from public bodies
- Loans or loan guarantees at favourable rates
- Tax benefits
- Waiving or deferral of fees or interest normally due
- Marketing and advertising assistance
- Consultancy, training and other support provided either free or at a reduced rate
- Aid for investment in environmental projects or research and development assistance
- Purchase, rent or lease of immovable property at less than market rate.

Potentially any assistance from a public body may constitute State aid. Should you have any doubts whether any public assistance received is *de minimis* aid, you should contact the agency or department from which the assistance was received in order to ascertain this.

DECLARATION

I declare that a comprehensive amount of *de minimis* aid received to date during the current fiscal year and the previous two fiscal years is:

Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	TOTAL
€	€	€	€

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 CAPITALS) _____ Position in Establishment _____

Signature _____ Date _____

DETAILED INFORMATION CONCERNING APPLICABLE STATE AID UNDER THE *DE MINIMIS* RULE

(Note: Information should include both State aid received as well as applications for de minimis State aid still pending approval by potential grantors)

Date	Source/Grantor	Type of State Aid	Amount in €