Numru ta' Referenza

Skema ta' Għotja lill-Iskejjel tal-Knisja u l-Iskejjel Indipendenti,

Uffiċċju tad-Direttur Ġenerali, Direttorat għall- Kwalità u Standards fl-Edukazzjoni,

(DKSE) Level 1, Triq Joseph Abela Scolaro, Hamrun, HMR 1304

**APPLIKAZZJONI GĦAL GĦOTJA RELATATA MA' SPEJJEŻ KAPITALI ELIĠIBBLI LI SKOLA TAL-KNISJA JEW INDIPENDENTI TAGĦMEL KONNESSI MAL-IMPLIMENTAZZJONI TAR-RIFORMI EDUKATTIVI BIEX ULIEDNA JIRNEXXU LKOLL**

Jiena, _____(isem u kunjom b'ittri kbar), numru ta' I.D. _____u li noqgħod _____

_____

_____

(niżżel l-indirizz fejn toqgħod)

qiegħed, bħala l-Kap ta' din l-iskola

_____

_____

_____

(niżżel l-isem tal-iskola u l-indirizz)

napplika għal għotja fuq il-valur ta' spejjeż eliġibli ta' xogħlijiet ta' natura kapitali konnessi mal-implimentazzjoni tar-Riformi Edukattivi fl-edukazzjoni obbligatorja (agħti deskrizzjoni konċiża u preżisa tax-xogħlijiet relatati li saru u tħallsu u l-indirizz fejn sar il-proġett):

_____

_____

_____

_____

_____

_____

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Firma u timbru uffiċjali tal-Kap tal-iskola

Din l-iskola għandha liċenzja valida maħruġa mid-Direttorat għall-Kwalità u Standards fl-Edukazzjoni bħala Skola li tipprovdi edukazzjoni ta' livell obbligatorju, u hija għal kollox konformi mal-kondizzjonijiet tal-liċenzja. Id-Direttorat għall-Kwalità u Standards fl-Edukazzjoni jikkonferma li x-xogħlijiet kollha li saru mill-iskola u kif deskritti f'din l-applikazzjoni saru biex l-iskola testendi s-servizzi tagħha ta' tagħlim fil-livell primarju u/jew sekondarju skond l-iskema.

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Firma u timbru uffiċjali tad-Direttur Ġenerali għall-Kwalità u Standards fl-Edukazzjoni

(GĦALL-ISKEJJEL TAL-KNISJA BISS)

Is-Segretarjat għall-Edukazzjoni u Kultura Kattolika jikkonferma li dawn ix-xogħlijiet kollha li saru mill-iskola u kif deskritti f'din l-applikazzjoni huma awtorizzati mil-Isqfijiet Ordinarji ta' Malta.

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Firma u timbru uffiċjali tas-Segretarjat għall-Edukazzjoni u Kultura Kattolika (Kurja)[1]

Ix-xogħlijiet ta' natura kapitali kif deskritti hawn fuq saru matul il-perjodu (niżżel id-dati li fihom bdew u tlestew dawn ix-xogħlijiet) _____
u l-valur totali tal-ispejjeż eliġibbli huma ta' Euro _____

[1] Dan japplika għall-iskejjel tal-knisja biss.

Qed nibgħat ukoll id-dokumenti kollha meħtieġa biex nissosstanzja din it-talba.

In-numru/i tal-irċevuta/i fiskali huma

_____

_____

_____

_____

Nitlob sabiex l-għotja titħallas lura kif jidher hawn taħt:

Isem_____

Indirizz_____

_____

Din l-għotja ma tinkludi l-ebda ammont li jkun jikkwalifika bħala tnaqqis tal-VAT taħt l-Att dwar it-Taxxa fuq il-Valur Miżjud (Kap 406). Din l-iskola, kif suppost u legalment rappreżentata, tkun meqjusa responsabbli għat-talbiet magħmula taħt din l-applikazzjoni.

Il-Ministeru għall- Finanzi jista 'jieħu kwalunkwe azzjoni biex jissalvagwardja li l-ebda għotja ma ssir b'mod irregolari jew fejn ma jkunx hemm dritt għaliha.

Jien niddikjara li d-dettalji u l-informazzjoni f'din l-applikazzjoni huma korretti. Niddikjara wkoll li din it-talba hija waħda finali u li jien awtorizzat/a biex nirċievi l-pagament f'isem din l-iskola

| _____ | _____ | _____ | _____ |
|---|---|---|---|
| Isem tal-applikant | Kariga | Firma | Nru tat-telefown |

Data _____

Din l-applikazzjoni għandha tkun indirizzata lil 'Skema ta' Għotja lill-Iskejjel tal-Knisja u l-Iskejjel Indipendenti', Uffiċċju tad-Direttur Ġenerali, Direttorat għall-Kwalità u Standards fl-Edukazzjoni, (DKSE) Level 1, Triq Joseph Abela Scolaro, Hamrun, HMR 1304, flimkien mad-dokumenti meħtieġa fi żmien tliet xhur mid-data ta' tlestija tax-xogħlijiet relatati.

**Id-dokumenti hawn taħt imsemmija qed jiġu sottomessi ma' din l-applikazzjoni:-**

(i) Kopja tal-Karta tal-Identita' tal-Kap tal-iSkola jew xi dokument uffiċjali ieħor fin-nuqqas ta' Karta tal-Identita';

(ii) L-irċevuta/i fiskali oriġinali u l-*invoices* kummerċjali konnessi ma' l-ispejjeż eliġibli ta' xogħlijiet ta' natura kapitali, awtentikati mill-Kap tal-iSkola u, fejn japplika, minn perit bil-warrant. Fejn il-fornitur huwa eżentat milli jforni rċevuta fiskali, l-fornitur irid hekk jiddikjara bil-miktub, u jforni l-*invoices* kummerċjali.

(iii) fejn japplika, ċertifikat uffiċjali maħruġ mill-perit bil-*warrant* li jikkonferma li x-xogħlijiet eliġibbli ta' natura kapitali kif deskritti f'din l-applikazzjoni saru skont ir-regoli u l-liġijiet eżistenti u skont il-permessi neċessarji maħruġa mill- Awtorità tal-Ippjanar (PA), bil-kunsens ta' terzi persuni skont kif ikun meħtieġ;

Fil-każ ta' għamara u tagħmir li saret referenza għalihom fl-interpretazzjoni ta' "xogħlijiet ta' natura kapitali", u li ma jinxtrawx minn Malta, l-irċevuti oriġinali tax-xiri ta' dawn l-oġġetti maħruġin mill-fornitur flimkien ma' *delivery note/s*, prova dokumentata oriġinali li l-ħlas finali sar, u approvazzjoni minn MaltaPost / id-Dipartiment tad-Dwana ta' Malta, skont il-bżonn. Dawn id-dokumenti jridu jikkonfermaw li dawn l-oġġetti fil-fatt inxtraw; li l-ispejjeż tax-xiri, inkluż fejn japplika l-ispejjeż tad-dazju u tal-VAT tassew tħallsu b'mod sħiħ; u li dan ix-xiri sar mill-iskola li qed tapplika għall-għotja taħt din l-iskema għall-istess skola. Dawn l-oġġetti mixtrija jridu jkunu konformi mar-regolamenti dwar l-istandards tas-sigurtà tal-UE. Dawn id-dokumenti jridu jkunu ffirmati mill-Kap tal-Iskola.

(iv) fejn japplika, kopja maħruġa uffiċċjalment mill-PA li turi li x-xogħlijiet ta' natura kapitali kif deskritti f'din l-applikazzjoni huma approvati mill-PA:

(v) fejn japplika, kopja uffiċjali tal-*PA Compliance Certificate* tat-tali xogħlijiet ta' natura kapitali.

Fejn il-*PA Compliance Certificate* ma jistax jiġi pprovdut għal raġunijiet mhux relatati man-nefqa kapitali li għalihom saret it-talba permezz ta' din l-applikazzjoni, u dawn ir-raġunijiet ma jxekklux l-għoti effettiv tal-edukazzjoni obbligatorja skond il-livell mistenni kif mitlub mid-Direttorat għal Kwalità u Standards, l-applikant għandu jippreżenta dikkjarazzjoni uffiċjali minn perit b'*warrant* li tispjega għaliex din it-talba għandha tiġi kkonsidrata.

**Protezzjoni tad-Data**

Nifhem li kwalunkwe data personali sottomessa lill-Ministeru għall-Finanzi u l-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni fir-rigward ta' din l-applikazzjoni se tiġi pproċessata skont ir-Regolament Ġenerali dwar il-Protezzjoni tad-Data (*GDPR*) 2016/679 (UE) u l-Att dwar il-Protezzjoni u l-Privatezza tad-Data (586). Id-data personali provduta se tintuża għall-għanijiet ta' verifika u pproċessar. Jekk jogħġbok irreferi għall-Politika dwar il-Protezzjoni tad-Data tagħna onlajn li hija aċċessibbli fuq https://mfin.gov.mt/en/The-Ministry/data-protection-policy/Pages/Data-Protection-Policy.aspx

Naqbel mad-dikjarazzjoni ta' hawn fuq ☐

_____ _____

L-Applikant / Kap tal-iskola Firma

(isem u kunjom b'ittri kbar)

**Nota:**

**Fejn jirriżulta li t-talba saret b'qerq, il-Ministeru għall-Finanzi jista' jieħu passi kriminali kontra dawk responsabbli. F'każ li jsir ħlas mhux korret bħala għotja, l-istess Ministeru jirriserva d-dritt li jiġbor lura l-flus imħallsa bi żball.**

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):

_____

_____

_____

_____

_____

_____

_____

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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.

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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.

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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 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.

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**Data Protection**

I understand that any personal data submitted to the Ministry for Finance and the Ministry for Education, Sport, Youth, Research and Innovation 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)

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**Note:**

**Where a fraudulent claim arises, the Ministry for Finance 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.**