

Norwegian Financial Mechanism 2014 — 2021

Small Grant Scheme for Urban Local Councils

2nd Call for Proposals

Title of the Project: <i>[max 10 words]</i>	
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Name of Applicant:	
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*Supported by the peoples Norway
through the Norway Grants*

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Section 1 – Information on the Project Promoter

1.1 Applicant Details

Local Council

[Full legal name]

Address

[including the Post Code]

Website *[if any]*

1.1.1 The Project Leader/ Contact person

Project Leader

[Title, Name and Surname]

Position within the Local Council

Phone number

Mobile number

Email address

1.1.2 Organisational Framework

In the box below, clearly describe the organisational framework within the local council. *[max. 400 words]*:

1.2 Complementarity Actions by other Local Councils¹

1.2.1 Will any other eligible Urban Local Council, be applying for complementarity activities related to the same project? *[please tick X the relevant box]*

• YES	<input type="checkbox"/>
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¹ Please refer to Guidelines for Project Partners and Projects

• NO	<input type="checkbox"/>
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If **YES**, please fill in the details below for each Complementary Local Council (Sections 1.2.2 – 1.3.2):

1.2.2 Details of Local Council

Local Council	<input type="text"/>
Registered Postal Address <i>[including the Post Code]</i>	<input type="text"/>
Internet site <i>[if any]</i>	<input type="text"/>
Contact person	<input type="text"/>
Position within the Local Council	<input type="text"/>
Phone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>
Legal status	<input type="text"/>

1.2.3 Give details of proposed project complementarities from other Urban Local Council/s, including how the Project Promoter/s was/were each identified; the role and relevance the project; and how effective communication shall be developed through this project. [max. 700 words]:

1.3 Institutional Framework

1.3.1 Project Organisational Framework

Kindly indicate the project organisational framework.

The organisational framework should include only the internal staff working within the local council and the envisaged external staff outside the local council working on the project.

For each staff member kindly provide us with:

- I. Assigned role;
- II. Experience within the field; and
- III. Type of employment. Indicate any experiences in carrying out any similar projects that is being proposed under this application, attaching CVs. Instances where roles shall be subcontracted list down the expertise required in relation to the allocated tasks.

In case of complementarity activities please indicate in this section how the involved Urban Local Council (included in section 1.2) will be coordinating the project activities. *(max 400 words)*:

Section 2 – Project Details

2.1 Project Title

2.2 Description of the Project

In the box below, give a short description of the project to be used for information purposes, such as project identification, gap analysis and project approach. Please try to include key information of the project including main outcomes and activities as well as target groups (*max 500 words*):

2.2.2 Target Audience

Identify the target audience and give an indication of the target group by gender and age (splitting of the vulnerable)².

Insert the estimated number of targeted persons in the table below:

Gender/ Age	0-17	18 - 29	30- 64	65+
Male				
Female				

Provide an explanation of the indicative figures above:

2.3 Project's Overall Goals

In the box below, state clearly what is the overall goal of the project. Also state any specific objectives and key results the project is intended to achieve to address Programme Area no.10 – Local Development³, Poverty Reduction and the Programme Agreement⁴, Priority sectors and programme areas - EEA and Norway Grants 2014-2021⁵ and other national policy documents. (*max 1000 words*):

² Please note that if the project is selected and a Grant is awarded, the Beneficiary should strive to achieve these results and also the indicative number of beneficiaries disaggregated by gender and age. Hence these targets should be realistic and achievable.

N.B. In case of serious underachievement of the target value of the indicators, the Project Promoter will be requested to provide detailed justifications and reasons

³ <https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021-annex-1-eligible-priority-sectors-and>

⁴Legal Documents section - <https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Bilateral%20Programmes/Pages/EEA--Norway-Grants-2014-2021.aspx>

⁵ <https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021-annex-1-eligible-priority-sectors-and>

2.4 Project Objective

The project must contribute towards one or more of the Objectives under the Small grant Scheme as defined in the Programme Concept Note. Each initiative needs to clearly focus on community improvements in one or any of the following:

Objective 1: Support physical, economic and social regeneration of deprived communities in these urban areas.	<input type="checkbox"/>
Objective 2: The regeneration of public open spaces and public social housing within deprived neighbourhoods.	<input type="checkbox"/>
Objective 3: Revitalise urban towns and cities ensuring better infrastructure to address the social and educational needs of the citizens.	<input type="checkbox"/>
Objective 4: Enhance the environmental aspects of these deprived localities.	<input type="checkbox"/>

2.5 Links with the project objective/s selected⁶

In the box below, give a brief description and justification of how the project fits within the chosen objective/s chosen (refer to section 2.4):

2.6 Project Phases

Provide a description of the proposed stages of implementation, the Gantt chart is expected to include from project initiation, implementation and closure. These stages are required to be divided into separate activities.

The Applicant is required to give a brief description for each activity, the start and end date of each activity.

During project implementation the Gantt chart will be able to monitor the project milestones and activities.

Please fill in the Gantt chart provided as an annex to this application.

⁶ <https://eeagrants.org/Who-we-are/How-we-work/Priorities-for-the-EEA-and-Norway-Grants-2014-2021-consulted-and-finalised/Priority-sectors-and-programme-areas-EEA-and-Norway-Grants-2014-2021>

2.7 Estimated Project Time Frame⁷

In the box below please indicate the estimated start and closure of the project in months. The start date is considered to be the date of signing of the Grant Agreement with the Small Grant Scheme Operator (SGSO). Duration shall not be more than 12 months:

Estimated Start date:	_____ /quarter of 20_____
Duration in months	

2.8 Risks and uncertainties

Risks and uncertainties are issues pertaining to the project, which could jeopardise its timely and effective implementation.

Description of risk	Assessment		Risk mitigation plan
	Likelihood [low/medium/high]	Impact [low/medium/high]	

⁷ Please refer to section 8 of the Applicant's Guidelines

Section 3 – Programme Indicators

The programme has the following outcome and indicators that every project must contribute to:

PA	Output Number	Expected Programme Results		Indicator
PA 10	Outcome 3	Improved quality of life of deprived communities in urban localities.	1.1	Number of vulnerable individuals benefitting from services provided through the Small Grants Scheme (disaggregated by gender, age)
			1.2	Percentage of residents 'very satisfied' or 'satisfied' with their local council's performance in targeted localities.

The EEA and Norway Financial Mechanism Programme takes a result-based approach to its work. Therefore, it seeks to support projects that have concrete tangible and intangible results. The Small Grant Scheme Operator will monitor the ongoing success of its projects by the beneficiaries' ability to achieve and report upon these results. The Project, therefore, should set out the concrete outcomes it seeks to achieve and the form in which these will be measured in the logical framework format below. The project progress will be assessed through this logical framework.

3.1 Logical Framework

Please fill in the logical framework below regarding the outcomes and indicators of your project.

The below table and text boxes indicates the way in which you are to fill in the required information. Depending on the objective or objectives the project aims to achieve (refer to section 3 of the guidelines to applicants), the applicant needs to provide the indicator value for each outcome indicator as listed in the logical framework below per objective.

The baseline for the 'number of vulnerable individuals benefitting from services provided through the Small Grant Scheme (disaggregated by gender, age)' is to be set as '0' for those projects who have not yet benefitted from this SGS.

For projects who have benefitted from the 1st SGS Call, the baseline needs to reflect the actual number of individuals benefitting from services provided through the SGS as at submission date.

Relevant objectives of the EEA/Norway Programme (refer to section 3 of the guidelines for applicants)	Outcome Indicator <i>[Enter one or several indicator(s) for each Outcome]</i>	Indicator value	
		Baseline	Target Audience
<p>Objective 1: Support physical, economic and social regeneration of deprived communities in these urban areas; and/or</p> <p>Objective 2: The regeneration of public open spaces and public social housing within deprived neighbourhoods; and/or</p> <p>Objective 3: Revitalise urban towns and cities ensuring better infrastructure to address the social and educational needs of the citizens; and/or</p> <p>Objective 4: Enhance the environmental aspects of these deprived localities.</p>	1.1 Number of vulnerable individuals benefitting from services provided through the Small Grants Scheme (disaggregated by gender, age)	0	Refer to selection criteria in guidelines for applicants, section 18 ⁸
	1.2 Percentage of residents 'very satisfied' or 'satisfied' with their local council's performance in targeted localities.	TBD ⁹	Refer to selection criteria in guidelines for applicants, section 18 ¹⁰

N.B. In case of serious under-achievement of the target value of the indicators, the Project Promoter will be requested to provide detailed justifications and reasons.

3.1.1 Description of Programme and Project indicators

Describe how the quantifiable project outputs listed in table in section 3.1 have been calculated. What sources of information were used? I.e. Policy or budget document, research studies, previous experience etc

⁸ Number of vulnerable individuals benefitting from services provided through the Small Grant Scheme

⁹ Baseline survey template is annexed to the Application Form and shall be used by the Local Council to determine the related baseline.

¹⁰ Insert the indicator value in percentage of residents who are 'very satisfied' or 'satisfied'. Any number not in percentage value will be disregarded.

3.1.2 Means of verification

Explain the means of verification for outputs, for example through evaluation processes, questionnaires etc.

3.2 Other Potential Outcomes

Please identify other, complimentary potential outcomes (not directly linked to the Norway Grants outcomes) that will be achieved by this project in addition to those cited above:

Section 4 – Cross-cutting issues / Horizontal priorities

4.1 General Issues

4.1.1 Gender Equality

Projects should make a positive contribution to gender equality. Describe the specific measures that have been put in place to ensure gender equality is integrated into the planning, implementation and monitoring of the project. Describe how the project takes into account gender equality. [*The Project Promoter should not limit the effort to the legal obligations*] (max 200 words):

Information provided should include in general:

- The identification of the legal obligations; and
- The description of the methods used.

4.1.2 Sustainable Development

4.1.2.1 Environmental Considerations

Assess how the project will positively or negatively affect the environment. Describe the specific measures that have been / will be put in place to ensure that the environment is not harmed, and how this will be verified. Describe how the project positively addresses: Carbon Neutrality and environmental resource efficiency, through *inter alia*, effective use of water, energy, and raw materials; minimization and management of waste; and the production of green products and services. Also describe other measures to ensure that infrastructural developments are in line with adaptation strategies and plans with regard to the possible effects of climate change (max 500 words):

Information provided should include in general:

- The identification of the legal obligations; and
- The description of the methods used.

4.1.2.2 Economic, Social & Political Sustainability

Describe how the economic, social and political sustainability of the project will be ensured after termination of the granting period (max 500 words):

Information provided should include in general:

- The identification of the legal obligations; and

- The description of the methods used.

4.1.3 Good Governance

Describe the specific measures that have been put in place to ensure that the principles of good governance are integrated in the planning and implementation of the project (*max 200 words*):

Information provided should include in general:

- The identification of the legal obligations; and
- The description of the methods used.

4.1.4 Equal Opportunities

Illustrate how equal opportunities will be promoted and sought for within the project and ensure that the project is not in contravention of relevant equal opportunities Acts. Equal opportunities include the equal access to projects for men and women, or people living with disabilities and other disadvantaged groups (*max 200 words*):

Information provided should include in general:

- The identification of the legal obligations; and
- The description of the methods used.

Section 5 – Financial Details
5.1 Estimated Budget Breakdown¹¹

Please complete the budget breakdown excel sheet.

The totals are represented as follows:

- Total eligible cost excluding VAT – Cell F60;
- Total VAT – Cell G60;
- Total project – Cell H60;
- Direct eligible costs – Cell F62; and
- Construction indicative capping of 50% eligible cost – Cell F42¹².

Kindly fill in the following columns accordingly:

- Column B – Activities/items;
- Column C – Description – outlining whether the cost is a form of service, supply or works¹³;
- Column D – Unit cost per item; and
- Column E – Quantity;

Costs shall be divided per activity, including procurement expected costs.

5.1.2 Is this project complementary to any project already financed, or to be financed, by the EEA and Norway Fund Mechanism, ERDF, ESF, Cohesion Fund, or other source of EU or bilateral finance? [please tick ✓ the relevant box]:

• YES	<input type="checkbox"/>
• NO	<input type="checkbox"/>

If **YES**, give details:

Project Name	Source of Funding	Project Timeframe	Total Project Cost	Total Grant Funded

Please provide details as to how the above listed project(s) relate to the current proposals.

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5.3.3 Has an application been made for a loan or an equity support from any banks or financial institutions for this project? [Please tick ✓ the relevant box]:

• YES	<input type="checkbox"/>
• NO	<input type="checkbox"/>

¹¹ This must amount to the Total Investment Cost being requested i.e. the total project size at 100%

¹² This amount is only an indication of the possible amount given to the Local Council. The actual amount awarded will be confirmed at grant agreement stage, should the Local Council be awarded.

¹³ Services or supply related to travel, equipment, publicity, and training are considered as a soft measure. Any services, works or supply related to construction works, finishing, mechanical and electrical works are considered as hard measures.

If **YES**, please give details [*financial instrument concerned, reference number/s, dates, amounts requested, amounts granted, etc.*]:

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Section 6 – Publicity

6.1 Publicity Plan and Budget

N.B.: It is a condition of the grant that the EEA and Norway contribution is publicised in accordance with the Regulation and any relevant publicity manuals and guidelines.

List hereunder the planned information and publicity measures, each measure's target groups and the budget per tool/action:

6.1.1 Publicity Plan

Measures	Related Activity Refer to guidelines Section 9	Target Groups	Budget ¹⁴ € Exc VAT	Partner Responsible for each activity in the case of partnerships
(Add / Delete / Amend type of Measures as required in line with Project proposed)				
Example:				
Billboard				
Publications				
Newspaper adverts for publishing Calls for Tenders/Quotations/Employment				
Stickers				
Online / Digital Media				
Information activities:				
1. Launch activity				
2. [and/or] Closing activity				
3. Information activity				
Total				

¹⁴ The total Publicity budget must correspond with the allocation proposed in the excel sheet, described under Section 5 above.

Section 7 – Data Protection

Personal data transmitted to the Small Grant Scheme Operator (SGSO) and Programme Operator (PO) of the Financial Mechanism within the scope of implementation of projects being co-financed by the Norwegian Funding Mechanism are processed by the SGSO / PO - mandated to implement, monitor, and execute payments, control and audit the project - in accordance with the “The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586)”

Section 8 – Additional Information

Please use this section to supply any additional information relating to the previous sections which you feel is relevant *[Please sub-title your information using the section numbers and headings used within this form]*.

Section 9 – Declaration

I declare that the entries and the details in this Application Form and any other Annexes enclosed are, to the best of my knowledge and belief. I also confirm that the Small Grant Scheme applied for is the minimum required for the project to proceed as described.

I can also confirm that I am not aware of any reason why the project may not proceed or be delayed other than those reasons declared and the commitment can be made within the timescales indicated in the Programme to which this project relates.

I acknowledge that the application will be subject to regular monitoring/auditing and undertake to keep adequate records for this purpose, in line with the instructions received from the Small Grant Scheme Operator.

I declare (where applicable) that, as the Project Promoter, I shall ensure that the project is operational for at least five (5) years after the Small Grant Scheme Operator's approval of the project completion report and that the real estate and/or land (if any) is used for the purpose of the project as described in the project contract. I also declare that if equipment is damaged, stolen or becomes obsolete during these five years, it will be replaced through the funds of the local council implementing the project to be able to sustain the financing.

I also declare that this project or parts of the project is not being supported through other public/EU/bilateral funding and I will abide by the principle of good governance on matters related to procurement. I also declare that I will use fair, transparent and competitive procedures in any employment contracts as requested by the relevant public procurement regulations.

I understand that if the information included in this application is found to be not factually correct, the project may be rejected.

I understand that if the application is not complete in all relevant detail and every aspect, including this section, it may also be rejected.

I acknowledge that the Local Council is not subject to any conflict of interest with regards to this project.¹⁵

Project Leader¹⁶ [*Name in Block Letters*]

Signature and stamp

Legal Representative of the Entity / Organisation
[*Name in Block Letters*]

Signature and stamp

Date

¹⁵ Refer to section 15 in Guidelines for Applicant

¹⁶ Preferably the Executive Secretary of the Local Council but the officer should always be an employee of the council.

Section 10 – Checklist of Attachments

The following is a list of possible supporting documents mentioned elsewhere in this form. It is the responsibility of the Project Promoter to ensure that all the supporting documents that apply to this application are enclosed as Annexes to this application [except for the first two obligatory documents].

For the application to be considered complete all attachments marked as obligatory need to be submitted at Application Stage. Those documents marked as required should also be submitted at Application Stage however if not so submitted, the SGSO will take note and allow the applicant one week from request by the SGSO to submit the said documents. Only complete applications with all the documents listed hereunder can be reviewed by the Project Selection Committee.

Please tick from the list the documents attached and include in the last row any other documents attached which are not listed:

DETAILS	Yes	No	N/A
One (1) soft copy of this application signed and stamped in PDF Format submitted by E-mail to euaffairs.dlg@gov.mt (including a copy of any supporting documentation listed below) [obligatory]	<input type="checkbox"/>	<input type="checkbox"/>	
Lease/ rent agreement (required if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Authority permits¹⁷ (obligatory if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Declaration by Partner Organisation/s [obligatory in case of Partnership]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Breakdown [obligatory]	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of Staff Contribution to Project Proposed where staff are already engaged within the organisation (required) [required also for Co-Partners in case of Partnership and where the latter will provide human resources]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plans of area of intervention, including technical designs, maps, diagrams and drawings, in case of physical works [required if applicable]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹⁷ Where applicable, for applicants to be eligible for the 75% hard measures exceptional rule, the property in question must fit the requirements within the “scheduling property register” underneath the category ‘Architecture’, listed as Grade 1.

Audited Financial Statements and/or the Management Accounts for the years 2018 and 2019 in relation to the applicant and partnered local councils (if any) [obligatory]	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of match financing - Joint Declaration by Mayor and Executive Secretary of the local council, stating that the local council commits to its co-financing obligations; Moreover, following the submission of a project proposal, the SGSO retains the right to consult with the Director of Local Government to check that the co-financing as declared by Local Council is available/likely to be met. This assessment by the Director of Local Government will be made on the basis of the information provided by the Applicant [obligatory]	<input type="checkbox"/>	<input type="checkbox"/>	
Bill of quantities (obligatory for infrastructural works)	<input type="checkbox"/>	<input type="checkbox"/>	
Gantt Chart, which should reflect and include all the project phases (required)	<input type="checkbox"/>	<input type="checkbox"/>	
Annex 1 - Declaration by partner organisation (obligatory if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex 2 - Should the works proposed not need a Planning Authority Permit, a copy of official correspondence with the Planning Authority (obligatory if applicable); OR Copy of an architect declaration stating that the works to be conducted, do not require a planning permit needs to be provided. (obligatory if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Annex 3 - Copy of official correspondence with SAMB¹⁸ [required]	<input type="checkbox"/>	<input type="checkbox"/>	
Annex 4 - Copy of baseline survey results together with the details of the method used [obligatory]	<input type="checkbox"/>	<input type="checkbox"/>	

¹⁸ The Project Promoter should ideally include the SAMB position with the application. In any case, the Project Promoter must submit the state aid position within four (4) weeks from the closing date of the submission of this form.

ANNEX 1
DECLARATION BY PARTNER ORGANISATION
[On letterhead paper of the organisation]

(Each « partner » in the project - must fill in a copy of this declaration)

1. Title of Project	
2. Name of Applicant	
3. Name of Partner Organisation	
Name	
Address	
Email	
Website	
Telephone	

Contact Person			
Family name (Ms/Mr)		First name	
Position/function			
Email			
Telephone			

I, the undersigned, confirm our participation in each stage of the project (repeat the title of the project as stated in Point no. I): _____.

I certify that the information in this proposal about my organisation is accurate and complete.

I declare I have read and accept the rules governing this call for proposals

I declare that I am aware and agree that in case of a successful evaluation, the SGS0 shall, subject to payment arrangements, pay the grant to the Lead Beneficiary who is entitled to receive funds and distribute the amounts corresponding to the partners' participation in the action. Furthermore, I confirm my undertaking to ensure visibility of the Donor Country's support for the project and to ensure dissemination and exploitation of its results.

I declare that I am aware that, except in cases of *force majeure*, I shall make good any damage sustained by the Financial Mechanism Office and/or Responsible Authority as a result of the execution or faulty execution of my obligations. In particular, I accept in advance on-the-spot checks and inspections by the SGS0 and other authorities who have the mandate to perform monitoring controls and audit.

I also declare that this project is not being supported through other Community Funding or any other sources and that I will abide by the principle of good governance and the spirit of

the Public Contracts Regulations on matters related to procurement. I also declare that I will use fair, transparent and competitive procedures in any employment contracts.

The partner organisation is not in one of the situations which would exclude it from taking part in a grant programme and accordingly declare that the organisation:

- Has reached an agreement with all the promoters involved in the project with regard to the share of SGS Grant my organisation/group is entitled to receive in order to implement the project;
- Is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- Is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- Has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- Has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- Is not currently subject to an administrative penalty;
- Has not been declared to be in serious breach of contract for failure to follow its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.
- Is not subject to any conflict of interest;
- Is not guilty of serious misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Authorised signatory of the partner organisation:	
Title (Mr, Mrs, Dr, etc.)	
Name and Surname	
Position in the partner organisation	

Date:	Signature:
-------	-------------------

ANNEX 2

- Copy of official correspondence with Planning Authority (**obligatory if applicable**);
OR
- Copy of an architect declaration stating that the works conducted, do not require a planning permit (**obligatory if applicable**).

ANNEX 3

- Copy of official correspondence with SAMB¹⁹ ***[required]***

¹⁹ The Project Promoter should ideally include the SAMB position with the application. In any case, the Project Promoter must submit the state aid position within four (4) weeks from the closing date of the submission of this form.

ANNEX 4

Survey to be conducted by the Local Council to determine baseline of satisfaction of the residents of its community in relation to the objectives of the proposed project.

The applicant Local Council is expected to carry out a survey with its residents in order to determine the baseline satisfaction percentage of its residents in connection with its proposed project. The results of the survey determining the baseline, together with the method used for carrying out the survey, need to be presented together with the application form. Hereunder please find the survey question targeting the various groups, which a potential project could aim to address. The project may aim to target one or more groups of people.

As a way of example, if a Local Council proposes a night shelter as its project, the survey question should be as follows: *How satisfied are you with your Local Council's performance in your locality with regards to services offered to the elderly and the socially deprived?* (In this case which is being used as an example, we are choosing 2 groups from the list).

Therefore, **prior to the submission of its project application**, the Local Council is to carry out a survey with its residents, asking the following question and selecting the groups the project will be aiming to support. This will determine the baseline before the project is implemented. The question is as follows:

1. How satisfied are you with your local council's performance in your locality with regards to services offered to the youth, and/or to the elderly, either/or to those at risk of poverty, either/or to persons with disability, either/or to the early school leavers, either/or to drug and/or alcohol abusers, either/or to the disadvantaged, either/or to the unemployed, either/or to the socially deprived, either/or to the immigrants, either/or to violence victims, either/or to groups at risk of violence such as the LGBTQI persons, either/or to any other group (*please specify*) on a scale 1 to 5 where 1 is very poor and 5 is very good.

	Very unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied
Overall experience	1	2	3	4	5

2 Gender:

- a. Female
- b. Male
- c. Other

3 Age group:

- a. 0-17
- b. 18-29
- c. 30-64
- d. 65+

Following the implementation of the project, the Local Council is then expected to carry out another survey with its residents in order to determine if the satisfaction rate of the residents in relation to the Local Council's performance in their locality with regards to the services offered to the group targeted by the project, has increased, remained the same or decreased, and by which percentage. The results of the survey determining the new percentages, together with the method used for carrying out the survey, need to be presented to the Small Grant Scheme Operator (SGSO) at project closure stage. Hereunder, please find the survey question targeting the various groups which the project would have aimed to address.

1. How satisfied are you with the Local Council's performance in your locality with regards to services offered to the youth, and/or to the elderly, either/or to those at risk of poverty, either/or to persons with disability, either/or to the early school leavers, either/or to drug and/or alcohol abusers, either/or to the disadvantaged, either/or to the unemployed, either/or to the socially deprived, either/or to the immigrants, either/or to violence victims, either/or to groups at risk of violence such as the LGBTQI persons, either/or to any other group (*please specify*), after the implementation of the project that bears the title of? (*on a scale 1 to 5 where 1 is very poor and 5 is very good*)

	Very unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied
Overall experience	1	2	3	4	5

2 Gender:

- d. Female
- e. Male
- f. Other

3 Age group:

- e. 0-17
- f. 18-29
- g. 30-64
- h. 65+

Sample size and margin of error:

The SGSO expects that the margin of error of the survey result should not be more than $\pm 5\%$. In order to attain such a margin, hereunder please find a template, which provides you with the related numbers, where population is the number of residents in the locality, whereas the figures below the $\pm 5\%$ heading refer to the number of respondents to the survey question in order to have a $\pm 5\%$ margin of error:

Population	$\pm 5\%$
500	220
1,000	285
3,000	350
5,000	370
10,000	385
100,000	400