



## EU-FUNDED PROJECTS IN LOCALITIES

### Application Form

This application form should be completed by the Applicant of the proposed project, in cooperation with the Partners, if any. The application must be submitted to the 'The EU-Co Financing Management Committee – CV 7237, c/o Local Government Division, Triq il-Kastell, Rabat, Għawdex in one original hard copy. Use the check-list attached before sending your application.

#### 1. The applicant

Applicant Organisation	
Postal address	
Contact person	
Telephone Number	
Mobile Number	
E-mail address	
Internet site	

#### 2. Provide a summary of your proposed project (maximum one page)

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### 3. Results

Indicate the tangible elements that will be produced by the project (maximum half a page)

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### 4. Project Proposal Data

Project Title		
Project Duration		
Commencement of project		
Project Completion		
Name and Surname of Project Leader		
Position within the organization		
Email address		
Tel Number		
Mobile Number		
Total Project Cost (EUR)		
Co-Financing from project to applicant		
Total amount requested under this application		
EU Funding Programme being applied for		
Managing Authority for the EU Funding Programme being applied for		
Is the project directly related to Valletta 2018?	YES	NO
If yes, how is it related (maximum half a page)?		



## 5. Declaration by the applicant

We declare that the entries in this and any other annexes enclosed are, to the best of our knowledge and belief.

We acknowledge that the application will be subject to regular monitoring/auditing and undertake to keep adequate records for this purpose in line with instructions received from the Management Committee.

We understand that if the information included herein is found to be incorrect, the project application shall be rejected.

We declare that we are the legal representative of the entity we are representing.

Name	
Designation (Mayor/ President/Chairman)	
Signature (Please ensure that besides the signature on this page, each page is initialised as well.)	

Name	
Executive Secretary	
Signature (Please ensure that besides the signature on this page, each page is initialised as well.)	
Date	

## 6. Documents Required

Together with this application form, the following need to be attached:

- Project Application form
- Contract with Managing Authority

## ANNEX 1 - Checklist

### *Start of Project*

One hard copy of the original application form signed (in blue ink) including annexes and any other supporting documents.	
One hard copy of the Project Proposal being submitted under an EU Funding Programme together with annexes and any supporting documentation.	
One hard copy of Grant Agreement signed by the Managing Authority or letter of approval by the Managing Authority that the project has been authorised.	
Detailed breakdown of budget allocated for the project being borne by the applicant.	
Confirmation from any other co-financing sources regarding the availability of funds.	
A signed declaration from the Executive Secretary stating that the LC has the necessary financial resources to finance its share of the project.	

Signature: \_\_\_\_\_

Name in Full: \_\_\_\_\_ ID Card No.: \_\_\_\_\_

### *Completion of Project (for final payment)*

Official and signed final report of the project, endorsed by the Managing Authority.	
Financial report, endorsed by the Managing Authority, accompanied by verified copies of fiscal receipts.	
Declaration that the project was completed on time and that there are no pending issues.	

Signature: \_\_\_\_\_

Name in Full: \_\_\_\_\_ ID Card No.: \_\_\_\_\_