

Investment Aid for the production of Covid-19 relevant products

Application Template

Applicants are reminded that the evaluation process can be facilitated by applications that are sufficiently detailed; provide a clear vision and address any concerns that the evaluators might have in relation to the project. In accordance with the scheme Incentive Guidelines applicant should submit a document describing the project, which should include the following sections:

- a) A clear description of the project;*
- b) The project deliverables and why they are COVID-19 relevant products*
- c) The project start and end dates;*
- d) The location where the project is to be implemented;*
- e) A detailed breakdown of the project costs;*
- f) A declaration that the applicant has read and understood these Guidelines and shall not seek to recover costs from other measures.*

This document provides a template to support applicants in compiling the application document and provide further points that might need to be addressed.

Applicants are reminded that in addition to the application document they should submit the Undertaking in Difficulty test compiled as at 31st December 2019 and if already operating in Malta, Compliance Status Certificates in respect of Income Tax, VAT and Social Security Contributions confirming the applicant was compliant as at 31st December 2019.

Applicant name and Contact Details

If applicant does not have a current relationship with Malta Enterprise, it is recommended that a detailed background on the applicant / promoter is included. It is also recommended that applicant provides a list of key shareholders; the shareholding structure; and the profiles of shareholders that have 25% shareholding or more.

A statement on the support being requested and how such support shall impact the carrying out of the project.

- a) **The project deliverables and why they are COVID-19 relevant products:** Provide a list of products and explain their relevance in respect to COVID.

It is recommended that in this section you also analyze the relevance of the products to be produced in respect to addressing other viral outbreaks, addressing other infectious diseases and potential in limiting the recurrence of future outbreaks.

Where possible applicant should sustain claims of how the products are relevant to COVID-19 with scientific data and endorsements by experts in the field.

- b) **A clear description of the project:** This should include details of the project, from an investment and economic perspective. The text should provide the evaluator an understanding of:

- The Marketing strategy - Market positioning; key markets; any integration into existing value chain and the applicant's knowledge of the market.
- The financial feasibility - How will the project be financed; what are the expected financial results; when will the project breakeven; what assumptions have been taken in determining the financial feasibility and how critical is the support being requested.
- Risk Analysis – How will changes in demand related to COVID-19 related products effect the project, what are the key risks and how is the applicant planning to mitigate these risks.
- Employment – How many employees are required and in which roles. Explain the general skill level of the employees needed; any key competence required; and how the human resources required will be sourced.

- c) **The project start and end dates:** These should be substantiated by a Project Timeline indicating key milestones and critical events.

- d) **The location where the project is to be implemented:** If a location has been identified, the address of the location should be provided. If the applicant is still looking for a suitable location details of the location being sought should be provided.

- e) **A detailed breakdown of the project costs:** A detailed breakdown of Project Costs should be provided including any supporting documentation where considered relevant.

Items being procured should be identified individually. Applicants should consider giving explanations to how key items being procured fit into the proposed project.

Procurement from related businesses should be identified and an explanation should be provided on how the applicant will ensure that any such transactions are carried out at arm's length.

- f) **A declaration that the applicant has read and understood these Guidelines and shall not seek to recover costs from other measures.**