# **Macintosh HD:Users:nigelanastasi:Desktop:dots-01.pngLEAP2ENTERPRISE Scheme**

 Application Form





|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Office Use Only:** |   |   |   |   |   |
| Reference Number |   |   |   |   |   |
|   |   |   |   |   |   |   |
| Date Received by Corporation |   |   |   |   |
|   |   |   | D | M | Y |   |
|   |   |   |   |   |   |   |
| Complete Application |  |   |   |   |
|   |   |   |   |   |

**Notes to Applicants**

The application form and any attached documents will be treated in strict confidence.

All replies must be clearly explained and substantiated.

Application forms will only be accepted electronically via email on

leap2enterprise@maltaenterprise.com

Undertakings seeking support through this scheme must adhere to the Incentive Guidelines.

Undertakings seeking assistance through this support measure should submit to Malta Enterprise the relevant application duly completed. Incomplete applications will not be considered.

Applications should reach Malta Enterprise by **Friday 8th June, 2018.** Applications will be processed in the order received.

The application has to be endorsed by delegated representatives of both Leap and Jobsplus. This is mandatory otherwise the application will be automatically rejected.

As part of the application process, the Corporation will request the applicant to present a pitch of the business proposal to the Evaluation Committee.

1. **Applicant Details**
2. Applicant’s Name:

1. Registered Address:

1. ID Card No:

1. National Insurance Number:

1. Telephone Number:

1. Mobile Number:

1. Email Address:

1. **Business Case**

2.1 Describe your business idea?

2.2 Do you intend to work full time on your activity?

Choose an item.

2.3 Why do you think you should benefit from this scheme?

2.4 Do you have an active bank account?

Choose an item.

2.5 Have you identified the premises from which to operate from?

Choose an item.

a) If yes, kindly give address details of premises

b) Does the property in which you will be operating from require a licence?

 Choose an item.

c) If yes, is the property licensed in line with your business activity?

 Choose an item.

*A copy of the permit will be required if project is approved*.

d) If you haven’t identified the premises yet or do not require any premises to carry out your activity, kindly confirm from where do you intend to operate from?

2.6 Do you require any particular certificates and/or expertise to be able to carry out

 the business (e.g. Health and Safety, HACCP) ?

 Choose an item.

1. If yes, do you have the required certificates or/and expertise? Please specify

1. If no, how are you planning to achieve the required certificates or/and expertise? Please specify

2.7 Give an approximate indication of the required investment to implement your business idea.

**FINANCIAL PROJECTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cash Inflows** | **1st Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** |
| Grants |       |       |       |       |
| Sales Revenue |       |       |       |       |
| Personal Funds |       |       |       |       |
| **Total Inflow (a)** |       |       |       |       |
| Equipment  |       |       |       |       |
| Other Investments  |       |       |       |       |
| Operational costs |       |       |       |       |
| **Total Outflow (b)** |       |       |       |       |
| **Total Cash Flow (a) – (b)** |       |       |       |       |

2.8 List of Equipment & Machinery

|  |  |
| --- | --- |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
| **TOTAL** | €       |

2.9 Stock list

|  |  |
| --- | --- |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
| **TOTAL** | €       |

3.0 List down any other financial assistance you may require to start your business activity

|  |  |
| --- | --- |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
|       | €       |
| **TOTAL** | €       |

1. **SWOT Analysis**

**List down in short detail the strengths, weaknesses, opportunities and threats which your business might encounter.**

|  |  |
| --- | --- |
| **Strengths**      | **Weaknesses**      |
| **Opportunities**      | **Threats**      |

1. **Check List**

**The Applicant is requested to provide the Corporation with the below documentation to support the application form. Incomplete applications will be rejected.**

**Annex I:** Curriculum Vitae

**Annex II**: Copy of Certifications in relation to question 2.7 *(if available)*

**Annex III:** Employment History issued by Jobsplus *(Alternatively you may sign the below authorisation allowing Malta Enterprise to obtain the Jobsplus document on your behalf)*

I / we the undersigned, authorise Malta Enterprise to obtain the Jobsplus Employment History directly from Jobsplus for the purpose of processing this Application (enter your details and sign in the table below):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Surname** | **Date of Birth** | **I.D. Card Number** | **Signature** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

For any person whose employment history is required for processing this Application and whose authorisation is not provided as per above table, the Applicant must attach the Jobsplus Employment History together with this Application.

**Annex IV:** Proof of Bank Account *(Optional, but will be required if the project is approved)*

**Annex V:** Rental Agreement in relation to question 2.5 *(if applicable)*

**Annex VI:** Copy of licences required in relation to question 2.5 (b) *(if applicable)*

1. **Declarations**

**5.1 Personal Data Protection**

# A. Contact email addressof the Data Protection Officer: dpo@maltaenterprise.com

# B. The legal basis and purpose of processing:

# The personal data collected by Malta Enterprise (hereinafter ‘the Corporation) via this written application for the aid and its subsequent processing by the Corporation to evaluate data subject’s request for aid under the Scheme is in line with:

# i. The Scheme Incentive Guideline;

# ii. Article 28 of the Malta Enterprise Act;

# iii. Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs(hereinafter referred to as the ‘General Block Exemption Regulations’ (for Schemes notified under the General Block Exemption Regulations).

# iv. 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 (de minimis Regulation)

# v. Data Protection Act, Chapter 440 of the Laws of Maltaand Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

# The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for aid is Regulation 6 (1)(b) of the General Data Protection Regulation (“GDPR”), as ‘processing is necessary in order to take steps at the request of the data subject prior to entering into a contract’.

# C. Data retention period:

# The data collected by the Corporation as submitted by the data subject via this written application for aid will be retained for a period of 10 years from the last aid granted to the Undertaking represented by the data subject in relation to this written application for aid, in line with the Scheme Incentive Guidelines and Article 12 of the General Block Exemption Regulations or Article 6 of the de minimis Regulation.

# D. Pursuant to the Regulation, you have the right to access the personal data, rectify inaccurate personal data, request to erase personal data and request the Corporation to restrict the processing of personal data.

# To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.

# Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:

# a. Render one or more cost items or the Undertaking ineligible for assistance under the Scheme or render void an Incentive Entitlement Certificate issued in favour of the Undertaking for assistance under the Scheme in relation to this written application for aid;

# b. Lead the Corporation to enforce a recovery of aid granted to the Undertaking as part of this written application for aid, in line with Article 32 of the Malta Enterprise Act.

# E. Sharing of data where strictly necessary and required by law:

# For the purpose of processing this written application for aid in line with the Scheme Incentive Guidelines, the General Block Exemption Regulations or the 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 (hereinafter referred to as the ‘De Minimis Regulations’), the Corporation shall share the data provided via this application with other Government Entities, subject that such processing satisfies at least one of the grounds listed under Regulation6 of the GDPR

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# F. For the purpose of monitoring of aid in line with Article 6 of the de minimis Regulations and Articles 11 and 12 of the General Block Exemption Regulations or where legally required, any data provided as part of this written application for aid may be shared with the European Commission.

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# G. For any individual aid awarded in excess of €500,000 as part of this written application for aid, the details of the Beneficiary, the awarded aid and the project details shall be published as provided for in Article 9 of the General Block Exemption Regulations.

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H. If you feel that your data protection rights have been infringed, you have the right to lodge a complaint with the Information and Data Protection Commissioner.

I. The undersigned, as legal representative of the Applicant Undertaking, confirm that for any personal data submitted with this application for aid, all prior necessary measures were taken in line with the applicable provisions of the general Data Protection Regulations.

**5.2 Cumulation of Aid**

The undersigned declares that aid approved under this incentive is in line with the terms and conditions set out in the Incentive Guidelines and in line with Cumulation Article 8 of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

**5.3 Double Funding**

The undersigned confirms that there has not been any approval or has been granted any public funding, financing or fiscal benefit in respect to the cost items included in this request for aid and will not seek funding or fiscal benefits for these cost items through other **National** and/or **European Union** measures. Such measures may include:

* Schemes administered by Malta Enterprise, the Planning and Priorities’ Coordination Division (PPCD), the Measure and Support Division, the Tourism and Sustainable Development Unit (TSDU), Jobsplus, the Malta Council for Science & Technology (MCST), the Regulator for Energy and Water Services (REWS) and government funded schemes operated by other entities (such as JAMIE financial instrument).
* Schemes funded through ERDF, ESF, Cohesion Fund, TEN-T Budget, EAFRD, EFF, LIFE+; Horizon 2020 and other European Union programmes/instruments.

**5.4 Outstanding Recovery Order**

The undersigned confirms that the applicant is not subject to an outstanding recovery order following a previous Commission decision declaring an aid illegal and incompatible with the internal market should be excluded from the scope of this Regulation.

**5.5 Transparency Obligations**

For any individual aid awarded in excess of €500 000, the details of the beneficiary; the aid awarded; and the project details; shall be published as provided for in Article 9 of the COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

By submitting this application, I hereby acknowledge that the Corporation shall abide with any applicable transparency rules and may publish and make available to third parties information as required by such rules.

1. **Signatures**

Name of Applicant (full legal name)

Name and Surname of signatory

authorised to represent the Applicant

(CAPITAL LETTERS)

Signature

Date

Click here to enter a date.

**Endorsement by Jobsplus**

Name and Surname

Signature & Stamp

Date

Click here to enter a date.

**Endorsement by Leap**

Name and Surname

Signature & Stamp

Date

Click here to enter a date.