|  |
| --- |
| Research and Development 2014 - 2020 |
| Application Form  |





**For Office Use Only:**

Reference Number

Date and Stamp received by the

Corporation

**Notes to Applicants**

1. This Application Form and any attached documents will be treated as confidential throughout and after the project appraisal process.

2. Only Application Forms which are complete and that include all relevant supporting documents will be evaluated.

3. Only electronically filled in application forms will be accepted. Should the application be hand-written or should the format of the application form be altered, the application form will not be evaluated.

4. All responses must be clearly explained and substantiated.

5. A complete application must be submitted to Malta Enterprise either by hand in a sealed envelope or by registered post. The application must be addressed to:

Business First

Research and Development 2014 - 2020

Gwardamangia Hill,

Pieta`, MEC 0001

Malta.

6. Section 1.3 and 1.4 of the Application Form should include the objectives of the R&D project, the challenges/needs to be addressed, the knowledge to be gained, together with the novelty aspect of the project vis-a-vis the industry the company is operating in.

|  |
| --- |
| 1. Applicant Details |
| Macintosh HD:Users:nigelanastasi:Desktop:dots-01.png |
| 1.1 Name of Applicant: |
| This section should specify the legal name of the enterprise as defined in the Memorandum of Articles. In the case of Partnerships and Co-operatives the name outlined in the deed of partnership should be used in this section. In the case of Sole Traders, the name of the sole trader shall be inserted. |       |
| 1.2 Address of Applicant: |
| This section should specify the address of the Applicant. The address inserted here will be used to address any mail correspondence to the Applicant. |       |
| 1.3 Applicant’s Telephone Number/s: |
| The Applicant’s general telephone number/s. |       |
| 1.4 Applicant’s e-mail: |
| The Applicant’s general e-mail address. |       |
| 1.5 Website (URL): |
| The Applicant’s website address. |       |
| 1.6 VAT Number[[1]](#footnote-1): |
| The Applicant’s VAT Number, as per VAT Certificate, relating to the activities funded under the proposed project. |       |

|  |
| --- |
| 1.7 Legal Form of Undertaking: |
| The applicant is requested to list down the legal form (or envisaged legal form) of the undertaking.  | Choose an item. |
| 1.8 Registration / Identification Number[[2]](#footnote-2): |
| The registration number is the official registration number of the co-operative, company or partnership as defined in the Companies Act – Chapter 387 of the Laws of Malta. In the case of Self Employed, this should be the corresponding Identity Card Number. |       |
| 1.9 Undertaking Size: |
| The applicant is requested to list down the size of the undertaking  | Choose an item. |
| 1.10 Date Established: |
| The applicant is requested to indicate the date the undertaking has been established |       |
| 1.11 Business Activity: |
| The applicant is requested to provide an outline of the Applicant’s Core Business |       |

|  |
| --- |
| 2. Project Description  |

**2.1 Project Title**

**2.2 Start of Works**

Click here to enter a date.

**2.3 Project Duration (Number of months)**

**2.4 Technical Objectives**

**2.5 Technical Description**

**2.6 Project Type**

Choose an item.

**2.7 Project Location**

**2.8 Type of Assistance Required**

Choose an item.

**2.9 Type of Collaboration (if any)**

**2.10 Amount of public funding required (as per Section 3.4 of the Incentive Guidelines)**

Choose an item.

**2.11 Define the project’s potential to ensure job retention and/or create new employment. (Provide details of the skill level – technical and administrative – of potential new employment)**

**2.9 Has any study related to the proposed project been commissioned? If yes, what are the main conclusions and/or recommendations?**

## 2.10 Work Packages

**2.10.1 Work Package 1 (WP1)**

**2.10.1.1 Name of WP1**

**2.10.1.2 WP1 Leader**

**2.10.1.3 Objectives**

**2.10.1.4 Milestones**

**2.10.1.5 Tasks**

**2.10.1.6 Deliverables**

**2.10.2 Work Package 2 (WP2)**

**2.10.2.1 Name of WP2**

**2.10.2.2 WP2 Leader**

**2.10.2.3 Objectives**

**2.10.2.4 Milestones**

**2.10.2.5 Tasks**

**2.10.2.6 Deliverables**

**2.10.3 Work Package 3 (WP3)**

**2.10.3.1 Name of WP3**

**2.10.3.2 WP3 Leader**

**2.10.3.3 Objectives**

**2.10.3.4 Milestones**

**2.10.3.5 Tasks**

**2.10.3.6 Deliverables**

**2.10.4 Work Package 4 (WP4)**

**2.10.4.1 Name of WP4**

**2.10.4.2 WP4 Leader**

**2.10.4.3 Objectives**

**2.10.4.4 Milestones**

**2.10.4.5 Tasks**

**2.10.4.6 Deliverables**

**2.10.5 Work Package 5 (WP5)**

**2.10.5.1 Name of WP5**

**2.10.5.2 WP5 Leader**

**2.10.5.3 Objectives**

**2.10.5.4 Milestones**

**2.10.5.5 Tasks**

**2.10.5.6 Deliverables**

# 3. Determination as to whether an Undertaking is in Difficulty

3.1 Has the undertaking received any rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan?

**Choose an item.**

3.2 Is the undertaking subject to collective insolvency proceedings or risks being placed in collective insolvency proceedings at the request of its creditors?

**Choose an item.**

3.3 At least some member s of the applicant company have an unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses.

**Choose an item.**

**Annex 8 is to be filled up by Limited Liability Company other than an SME that has been in existence for less than three years.**

**Large Undertakings are requested to fill up also Form Section 8.1.**

## 4. Declaration 4.1 Personal Data Protection

Personal information provided in this form will be processed in accordance with the Data Protection Act, Cap 440 of the Laws of Malta and shall be treated in the strictest confidence.

Information provided in this form will be processed by Malta Enterprise to assess the applicant’s eligibility, for the approval or otherwise of assistance under this scheme, for monitoring implementation of aid granted.

The undersigned consents Malta Enterprise to share information provided in this application with Government Entities or the European Commission where this is strictly necessary for the proper administration of this incentive or where legally required.

The undersigned hereby authorises Malta Enterprise Corporation to process the data contained in this form for the purpose stated above and declare that the information on this form and any other supporting documents given with this application is correct to the best of the undersigned’s knowledge.

**4.2 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.

**4.3 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), the Employment & Training Corporation (ETC), 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.

**4.4 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. Signatures

The undersigned hereby authorises Malta Enterprise Corporation to process the data contained in this form for the purpose stated above and declare that the information on this form and any other information given in support of this application is correct to the best of my knowledge.

|  |  |
| --- | --- |
| Name of Applicant (full legal name) |  |

|  |  |
| --- | --- |
| Name and Surname of signatory authorised to represent the Applicant (CAPITAL LETTERS) |  |

|  |  |
| --- | --- |
| Position in Establishment |  |

|  |  |
| --- | --- |
| Signature & Company Stamp |  |

|  |  |
| --- | --- |
| Date | Click here to enter a date. |

## 6. Check List

[ ]  Application Form completely filled in and duly signed

[ ]  **Annex 1**: Project Planning

[ ]  **Annex 2**: Wage Costs\*

[ ]  **Annex 3**: Instruments and Equipment\*

[ ]  **Annex 4**: Costs for Buildings\*

[ ]  **Annex 5**: Contractual Research, Technical Knowledge and Patents\*

[ ]  **Annex 6**: Other Operating Costs\*

[ ]  **Annex 7**: Total Cost

[ ]  **Annex 8**: Determination as to whether an undertaking is in difficulty (applicable to all undertakings)

[ ]  **Annex 8.1**: Determination as to whether an undertaking is in difficulty (applicable only to Large Undertakings)

[ ]  **Annex 9**: CVs of persons that will be engaged on the project (Persons who will be directly dedicating time to the project and whose wages shall be claimed).

[ ]  **Annex 10:** Consortium Agreement – A copy of the consortium agreement signed between the project partners\*

[ ]  **Annex 11:** [Enterprise Size Declaration](http://www.maltaenterprise.com/sites/default/files/support_measures/enterprise_size_declaration_2014-05_0.xlsx)

[ ]  **Annex 12:** VAT Compliance Certificate – Attach a VAT compliance certificate issued by the VAT Department not more than six (6) months before the submission of the application form.

[ ]  **Annex 13:** Income Tax Compliance Certificate – Attach a certificate issued by the Inland Revenue Department confirming that the applicant has no liabilities in respect of Income Tax or is otherwise honoring an agreement for setting any outstanding amounts. The certificate should have been issued at least six (6) months preceding the submission of this application form.

[ ]  **Annex 14:** Final Settlement of Social Security Contributions compliance certificate – attach a certificate issued by the Inland Revenue Department confirming that the applicant has no liabilities in respect of the Final Settlement System (FSS) and of Social Security Contributions (SSC) or is honoring an agreement for setting any outstanding amounts. The certification should have been issued at least six (6) months preceding the submission of this application form.

[ ]  **Annex 15:** The Audited Financial Statements for last year (full version, including the detailed schedules to the Profit & Loss Account). Alternatively, if the applicant is a start-up which was incorporated less than 2 years from the date of this application the following documents may be submitted:

* Profit & Loss Account,
* Cash Flow Projections
* A Balance Sheet

[ ]  **Annex 16:** Any other relevant documentation, such as feasibility studies relevant to the proposed project.

\* To be attached were applicable

1. If a VAT Number is not yet available it will need to be presented before any aid is granted [↑](#footnote-ref-1)
2. If this information is not yet available it will need to be presented before any aid is granted [↑](#footnote-ref-2)