



RESPONSIBLE
GAMING
FOUNDATION

Corporate Social Responsibility Programme Application Form

Open call for organisations that are willing to undertake activities alternative to gaming.

CSRP/2015/V1

Responsible Gaming Foundation
90/91, Second Floor
Psaila Street, Birkirkara
Malta
Telephone: (+) 356 21499030/1
Email: info@rgf.org.mt

For Office Use:

Application Number	
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Should you have any queries with the compilation of this form kindly contact RGF or email to csrp@rgf.org.mt or call on (+)356 21499030/1

Please read the accompanying ‘GUIDELINES (Section 8)’ before completing the Application Form.

The information you provide in your Application Form will be used solely to check the eligibility of your project for the approval of the grant. Under no circumstances, will RGF use this information in contravention of the Data Protection Act.

If there is insufficient space to answer any question, please continue on a separate sheet and attach to the Application Form.

Applicants are to check that **ALL** necessary supporting documents are submitted together with this form. Reference can be made to the Checklist in Section 5 of the Application Form.

ONLY Application Forms submitted by hand or registered post will be accepted.

All quotations or pro-forma invoices need to have their VAT number present and also need to be signed.

Please complete this document in block letters.

SECTION 1 : APPLICATION SUMMARY (TO BE FILLED IN BY PROJECT LEADER ¹)	
Applicant Name:	
Postal Address:	
Brief description of project emphasising the element for which funding is sought:	
Tel. No:	Mobile No:
Email:	
Amount Funding Sought: €	

<i>For Office Use Only</i>			
Application Date:	___/___/___	Acknowledgement Sent:	___/___/___
Evaluation Date:	___/___/___	Board Approval Date:	___/___/___
Contract Issue Date:	___/___/___	Contract Signing Date:	___/___/___
Funding Approved:	€		

¹ The project leader is the reference person for RGF during the application and the implementation (if the project is selected for funding). If the Project Leader is not an official representative within the organisation, a written declaration by the members of the committee needs to be submitted together with the application, stating that the Project Leader will be given the permission to carry out such duties.

SECTION 2: GENERAL APPLICANT/ORGANISATION DETAILS ^{II}			
2a.	Name of Applicant/organisation:		
	Postal Address:		
	Tel. No:	Mobile No:	Fax No:
	Email:		Website address:
	I.D No:		VO No:
	Vat Registration No:		
	Type of Applicant:		<input type="checkbox"/> NGO <input type="checkbox"/> Voluntary Organisation <input type="checkbox"/> Other Organisation <input type="checkbox"/> Individual
2b.	Project Leader's background and experience <i>(including details of relevant qualifications – continue on a separate sheet if necessary).</i>		

^{II} If the project is being proposed by a number of entities/ individuals jointly, Section 2 of the application form must be filled in and signed by each entity/individual participating in the project. The copies must then be attached to the application form. Section 1 of the application form must be filled in by the nominated Project Leader.

2c.	Membership information: <i>(Number of active members, membership criteria etc)</i>															
	Number of members as per age group:	<table border="0"> <tr> <td>Age Group</td> <td></td> </tr> <tr> <td>under 19</td> <td>No of members: _____</td> </tr> <tr> <td>19-30</td> <td>No of members: _____</td> </tr> <tr> <td>31-40</td> <td>No of members: _____</td> </tr> <tr> <td>41-50</td> <td>No of members: _____</td> </tr> <tr> <td>51-60</td> <td>No of members: _____</td> </tr> <tr> <td>61+</td> <td>No of members: _____</td> </tr> </table>	Age Group		under 19	No of members: _____	19-30	No of members: _____	31-40	No of members: _____	41-50	No of members: _____	51-60	No of members: _____	61+	No of members: _____
	Age Group															
under 19	No of members: _____															
19-30	No of members: _____															
31-40	No of members: _____															
41-50	No of members: _____															
51-60	No of members: _____															
61+	No of members: _____															
Date when Community Group/Company was established:																
2d.	Brief History and Achievements of Organisation:															
2e.	Aims and Objectives of the Organisation:															

SECTION 3: PROPOSED PROJECT DETAILS		
3a.	Project Title:	
3b.	<p>Project Objective: <i>(You should explain what the project is, how the idea came about and why you want to undertake this project. Continue on a separate sheet if necessary or attach a business plan)</i></p> <p><i>If you wish RGF CSRP funding to cover the costs of a particular element/phase of the project, you should clear indicate that part here.</i></p>	
3c.	Project Location:	

3d.	What title do you have on the project location? <i>(Please provide evidence of contract/s and/or agreement. Where necessary, please provide written authorisation from property owner for the work/s to be carried out.)</i>	Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Guardianship deed <input type="checkbox"/> Management contract <input type="checkbox"/>
3e.	Are all MEPA permits and other relevant permits in hand? <i>(if necessary.)</i>	
3f.	Will your project target citizens from different Organisations/Groups/Localities?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details:
3g.	How will this project enhance a responsible lifestyle for community citizens and involve/engage different age groups in a recreational manner?	

3h.	Outline any innovative or unique aspects of the proposed project.
3i.	Please explain how this project may continue over a long-term period. (Sustainability of the Project)

3j.	Does your project have specific impact on any of the following target groups?
3k.	Describe the impact of your project on these target groups.

Women Youths Elderly Disadvantaged youths
Single Parents Low-income holders Disabled Persons
Low-income family unit Disadvantaged/Vulnerable Community
Other _____

SECTION 4: PROJECT MANAGEMENT DETAILS		
4a.	What is the proposed start date of the Project?	
4b.	What is the estimated completion date of the Project^{III}?	
4c.	What is the total cost of the Project?	€
4d.	What is the Total Grant Aid Requested?	
	€	

^{III} If the project is selected for funding, it must be completed within 12months from the signing of the contract with RGF.

SECTION 5: APPLICATION REQUIREMENTS CHECKLIST			
5a.	Are the following documents in place?		
	1)*	Copy of I.D. Card of Project Leader	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	2)	Title Deeds or Lease or other form of contract for Project Location	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	3)	Owner's consent (where applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	4)	MEPA permit where relevant	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	5)	Site plans and approved drawings related to the proposed investment (where applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	6)	VAT Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	7)	Registered Statute for NGO/Voluntary/Cultural Organization.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	8)	Official ETC certificate showing the number of employees working within the entity applying for the funds.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	9)*	Itemised guaranteed quotations ^{IV} or pro-forma invoices for all project costs which are not related to infrastructural investment	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	10)*	Signed Adjudication report stating your chosen supplier	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	11)	Signed Estimate by architect in case of structural works	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	12)	Available detailed list of members within the organisation such as – (Name, Surname, ID, Address, Tel, Mob and E-Mail)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

The items marked in (*) are compulsory and need to be submitted.

^{IV} “Guaranteed quotations” means that the applicant must get a signed quotation from the supplier/s which must remain valid until completion of the project if the project is selected for funding.

SECTION 6: DECLARATION

- I certify that the entries in this form and any other attachments enclosed are, to the best of my knowledge and belief, correct and the grant 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 Section 4 of this Application Form.
- I allow access to the land/buildings to any authorised person for the purpose of carrying out an inspection in order to verify the accuracy of the information in this application.
- I will notify RGF in advance of carrying out any changes to the nature or construction of this project.
- I confirm that should I benefit from RGF Corporate Social Responsibility Programme, I must complete the project in accordance with the terms and conditions stipulated in the Agreement. Should I fail to do so, I will not receive the grant requested and, had I already received any payments from the grant, I would have to reimburse the funds received and interest charges may be applicable.
- I will provide any further information as may be required by the Responsible Gaming Foundation such as audit checks and controls.
- I understand that if the application is not complete in all its relevant details and every aspect, including this section, it may be rejected.

Name in Block Letters:	
Position Held:	
Signature of Applicant:	
Date	

SECTION 7: DATA INFORMATION

Part or all of the information you provide will be held as a softcopy. This information will be used for the administration of application, publicity and producing monitoring reports. The Foundation has the right to share information with government departments, agencies and implementing bodies to enable them to prevent fraudulent applications or for detecting crime and to coordinate processing of complementary applications.

This Application Form along with any attached documents will be treated as confidential throughout and after the project appraisal process. However, if your project is selected for the grant, the information provided may be used for official checks. RGF has the right to publish the name of the applicant/organisation, the amount of grant awarded and a brief summary of the project.

I understand that RGF is required to set *performance indicators/targets* for each project at the outset and monitor these during the implementation of the project and immediately after the completion of the project.

Details of all grants will be published on the RGF website: www.rgf.org.mt

Please return your completed application form along with the necessary documentation by hand or registered mail to :

Responsible Gaming Foundation (RGF)

‘90/91’ Second Floor,

Psaila Street,

Birkirkara, Malta

SECTION 8: GUIDELINES

9.1) Projects will be eligible for funding if they fall under the umbrella of 'activities alternative to gaming'. The amount distributed to the organisations can vary from €500 - €6,000 (inc. VAT) according to the decision taken by the board.

9.2) All initiatives undertaken in good spirit to promote recreational activities among citizens will be eligible for funding. A detailed proposal of the project is to be submitted together with an application form to the Responsible Gaming Foundation following a call for applications.

9.3) If the Project Leader is not an official representative within the organisation, a written declaration by the members of the committee needs to be submitted together with the application, stating that the Project Leader will be given the permission to carry out such duties.

9.4) The Application Form needs to be filled correctly and submitted to the RGF offices together with the necessary documentation. All quotations supporting the application form need to be officially signed by the issuing party.

9.5) Procurement must be in line with the Public Procurement Procedures. [S.L.174.04]. As per Appendix 1.

9.6) If the project is selected for funding, the applicant need to sign a Grant Agreement together with RGF to ensure funding.

9.7) For projects exceeding €1,000 the applicant must contribute at least 20% of the grant. That is, if for example, the applicant is applying for a project with a total cost of €5,000, the applicant need to contribute a minimum of €1,000. If the project exceeds €7,200 the applicant must contribute the total amount over and above the grant amount.

9.8) Depending on the amount of requested fund and the total number of applications the board of the Responsible Gaming Foundation together with an Evaluation Committee will be responsible for the allocation of funds according to a set of criteria.

APPENDIX 1: PUBLIC PROCUREMENT REGULATION**Procurement procedures for contracting authorities. [S.L.174.04]**

20. (1) Except where the Minister otherwise directs or approves, the procedure for the procurement of equipment, stores, works or services by the contracting authorities listed in Schedule 2 shall be as follows:

(a) where the estimated value does not exceed two thousand and five hundred euro (€2,500), the equipment, stores, works or services may be departmentally either after obtaining quotations or direct from the open market at the discretion of the Head of Department taking into consideration the amount involved, the urgency attached to the procurement and restrictions of choice and availability;

(b) where the estimated value exceeds two thousand and five hundred euro (€2,500) but does not exceed six thousand euro (€6,000), the equipment, stores, works or services may be procured departmentally after a call for tenders, or after obtaining quotations, or direct from the open market, taking into consideration the amount involved, the urgency attached to the procurement and restrictions of choice and availability, and shall be approved by the Minister responsible for that department, or by such member of the department as may be authorised by that Minister;