

# Media Content Scheme

## 1. Introduction

The Media Content Scheme is an initiative managed and administered by the Office of the Minister within the Office of the Prime Minister.

This call for proposals is being issued by the Minister within the Office of the Prime Minister under the Media Content Scheme, where relevant guidelines are published on the Ministry's website <https://msd.opm@gov.mt>, constituting an integral part of the call for proposals.

## 2. Aim

Through this call the Office of the Minister within the Office of the Prime Minister aims to provide support to NGOs and Voluntary Organisations that do not carry out an economic activity within the meaning of Article 107 TFEU. Furthermore, through such assistance the supported NGOs and Voluntary Organisations shall not engage in the provision of new economic activities. The development of media content shall be limited to the NGOs and the Voluntary Organisations' own use including:

- research and production for television / radio biographies and documentaries
- the creation or embellishment of **own** websites and **own** online platforms
- the publication of research work conducted by applicants.

## 3. When and Where to apply

The Scheme's guidelines are published and an independent Board is ready to receive applications. Applications are accepted throughout the year. These are to be submitted on <https://msd.opm@gov.mt>, by following the relevant link.

## 4. Eligibility Criteria

- i. NGOs and Voluntary Organisations have to be officially registered as a Voluntary Organisation with the Commissioner for Voluntary organisations and compliant with the Commissioner for Voluntary Organisations as at date of application as per L.N. 372.
- ii. Submit all information required at the point of submission, including proof of legal status.

## 5. Exclusion Criteria

- i. Applications submitted by organisations that are declared as non-compliant to the LN 372 of 2012 by the Commissioner for Voluntary Organisations at point of application.
- ii. Applications which do not contain factual information and that are not in line with guidelines.

- iii. Applications that do not address the Scheme's objectives.
- iv. Same project activities which have been funded through another EU or national fund.
- v. Applications that propose projects through which the NGO or Voluntary organization would carry out an economic activity and be remunerated for the content produced.

## 6. Award Criteria

Applications will be evaluated in relation to the following criteria:

- i. Relevance to the theme/s indicated on the proposal (30 marks)
- ii. Coherence and feasibility of the proposed project and the potential of be implemented as proposed. (30 marks)
- iii. Clarity and coherence of the project proposal submitted with the application (10 marks)
- iv. Budget clarity and coherence (30 marks)

The awarding board reserves the right to seek further clarifications as it deems fit.

## 7. Funding Rules

The Scheme shall be available for the period up to 31st December 2022 or until the budget of the Scheme is fully utilised. All requests received during this period will be evaluated and considered.

The budget of the project must be drafted according to the following funding rules.

Eligible costs must be directly linked to the proposed project.

### **a. How much funding will be allocated to the project?**

Projects with costs of up to €10,000 can be considered for full funding while projects with costs of over €10,000 will receive up to 75% of the costs subject to a maximum of €30,000.

### **b. What is the rule of allocation for projects under the Media Content Scheme?**

Budget will be allocated provided that it is consistent with the budgets presented in proposals submitted by applicants and linked directly to the measures and activities outlined in the project.

### **c. What are the reporting obligations for this funding scheme?**

Applicants will need to provide:

- I. Full justification of the costs incurred and original fiscal VAT receipts.
- II. Outputs of achievements.
- III. Clear outline of dissemination measures for project outcome in final report.

**d. How will disbursement be affected?**

Disbursement will only be made upon the presentation of the original fiscal VAT receipt.

## 8. Ineligible expenses

Expenses covered by other Government or European Union funding schemes.

## 9. Application Procedure

An application will be accepted only if:

- i. Submitted via the correct link which can be accessed whilst accessing <https://eforms.gov.mt/pdfforms.aspx?fid=oth001e&>
- ii. It shows a budget in conformity with these guidelines.
- iii. It is accompanied by all the requested additional documentation.
- iv. It is submitted by the stipulated deadline.

No changes can be made after the application has been submitted.

## 10. Eligibility, Evaluation and Award procedure

All applications received will undergo an eligibility check against the eligibility criteria and exclusion criteria. All applications which have successfully passed these checks are evaluated by a board of independent external evaluators and ranked accordingly.

All applicants will be notified of the result by email.

## 11. Commitment Letter

Applicants receiving funding through the Media Content Scheme will be issued with a Commitment Letter which will include all the relevant rules and obligations of applicants.

## 12. Disbursement

Upon issuance of the Commitment Letter, applicants will be provided with a down payment of 50% of the budget approved by the selection board. Following the provision of relevant documentation and fiscal obligations to the selection board covering the initial 50% of expenditure, subsequent payments will be made against presentation of fiscal receipts.

### **13. Final and Financial Report**

- i. The Final and Financial Report is to be submitted by not later than one month following closure of project.
- ii. This report should be used to describe the achievements of the project and the value of funds received.
- iii. All financial transactions should be numerated and the report must be compiled in the same order that transactions are listed in the report's section. A photocopy of all cash register fiscal receipts must be attached with the original cash register fiscal receipt.
- iv. Failure to submit all original financial documentation justifying costs incurred may and will result in deduction in funding if not withdrawal of the project.
- v. If the eligible costs actually incurred by the beneficiary during the project are lower than the pre-financing payment, the beneficiary will be required to refund excess amounts already transferred under the pre-financing payment.
- vi. If the Office of the Minister within the Office of the Prime Minister decides on the specified reasons outlined in the guidelines that beneficiaries to refund the funds or part of, they need to do so within the stipulated time frame set up by the Office of the Minister within the Office of the Prime Minister.

### **14. Data Protection**

All personal data contained in applications and grant agreements shall be processed in accordance with Data Protection Privacy legislation

**Annexe:                    Developing a good project under the Media Content Scheme**

Below you may find further tips which may help you develop a good project:

- i. A project needs to be clear in its rationale, clearly describing your project proposal
- ii. The project design should be linked to the objectives of the project, to the project outcomes and it should be clearly defined, realistic and balanced. The project design should follow the logistic of the proposed project and detail information regarding the promotional and marketing activities.
- iii. To create impact is to have a strong effect on something or someone. A good project has clear and reachable goals for immediate impact of the project, and also a longer term plan for the impact it leaves on the immediate and wider community.
- iv. Project visibility is a key ingredient to successful projects. Project visibility refers to ensuring everyone involved is aware of the aim and objectives of the project and of a series of measures set in place to ensure that the project is communicated to the wider community. Hence, the application should outline the initiatives which the beneficiary will be using to raise awareness of the project. These may include information packs, promotional items, inviting journalists to observe, issuing press releases, social networking activities (online and offline). The assistance given through the scheme must be credited in all visuals of the project through the use of the assigned logo and a statement.
- v. The application should be entirely filled in and be submitted with all the requested annexes.