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





**For Office Use Only:**

Reference Number

Date and Stamp received by the

Corporation

**Notes to Applicants**

1. The official Incentive Guidelines can be downloaded from the Corporation’s [website](https://www.maltaenterprise.com/support).
2. Application Form and any attached documents will be treated as confidential throughout and after the project appraisal process.
3. Only Application Forms which are complete and that include all relevant supporting documents will be evaluated.
4. 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.
5. All responses must be clearly explained and substantiated.
6. For a list of definitions such as Objectives, Work Packages and Milestones kindly [click here](http://ec.europa.eu/chafea/management/Fact_sheet_2010_03.html).
7. **A three-year Business Plan is to be submitted where the applicant undertaking is not currently operational in Malta or has been operational for less than three (3) years, and is requesting a cash grant of €50,000 or higher and has not as yet submitted a business plan to Malta Enterprise.**
8. A complete application must be submitted to Malta Enterprise via email on R&D@maltaenterprise.com or by registered post addressed to:

Malta Enterprise

*Research and Development 2014 - 2020*

Gwardamangia Hill,

Pieta`, MEC 0001

Malta

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| 1. Applicant Details |
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| 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. |       |

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| 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. | Click here to enter a date. |
| 1.11 Contact Person Information |
|  | **Name:**      **Designation:**      **Contact Number:**      **E-mail address:**       |

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| 1.12 Business Activity:**Please state NACE Code**       |
| **Please provide an outline of the core business and activity:** |
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| 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)**

**2.6 Project Type**

This should be classified as per Section 2.1 and 2.2of the Incentive Guideline for Research and Development 2014-2020 Version 2.

Choose an item.

**2.6 Project Area[[3]](#footnote-3)**

Please indicate an area of Smart Specialisation which is most applicable to your project.

Choose an item.

**2.7 Project Location**

**2.4 Technical Objectives**

**2.5 Technical Description**

This should include the challenges/needs to be addressed, the knowledge to be gained, together with the novelty aspect of the project vis-à-vis the industry that the company is operating in.

**2.8 Type of Assistance Required (choose as appropriate)**

**Wage Costs** Choose an item.

**Other Eligible Costs** Choose an item.

**2.9 Project Budget** €

**2.10 Amount of applicable Aid Intensity**

Choose an item.

**2.11 Amount of Public Funding Requested**

Cash Grant €

Tax Credit €

Total €

**2.12 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)

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

3. Work Packages

**3.1 Work Package 1 (WP1)**

**3.1.1 Name of WP1**

**3.1.2 WP1 Leader**

**3.1.3 Objectives**

**3.1.4 Milestones**

**3.1.5 Tasks**

**3.1.6 Deliverables**

**3.2 Work Package 2 (WP2)**

**3.2.1 Name of WP2**

**3.2.2 WP1 Leader**

**3.2.3 Objectives**

**3.2.4 Milestones**

**3.2.5 Tasks**

**3.2.6 Deliverables**

**3.3 Work Package 3 (WP3)**

**3.3.1 Name of WP3**

**3.3.2 WP1 Leader**

**3.3.3 Objectives**

**3.3.4 Milestones**

**3.3.5 Tasks**

**3.3.6 Deliverables**

**3.4 Work Package 4 (WP4)**

**3.4.1 Name of WP4**

**3.4.2 WP4 Leader**

**3.4.3 Objectives**

**3.4.4 Milestones**

**3.4.5 Tasks**

**3.4.6 Deliverables**

**3.5 Work Package 5 (WP5)**

**3.5.1 Name of WP5**

**3.5.2 WP5 Leader**

**3.5.3 Objectives**

**3.5.4 Milestones**

**3.5.5 Tasks**

**3.5.6 Deliverables**

**4. Determination as to whether an Undertaking is in Difficulty**

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.

1. 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.

For SMEs that have been inexistence for less more than 3 years:

1. At least some members of the applicant company have an unlimited liability for the debt of the company where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses.

Choose an item.

1. **Annex 7.1** 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 **Annex 7.2.**

# 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.

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

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| **Name and Surname of signatory authorised to represent the Applicant (in capital letters)** |       |

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| **Position in Establishment** |       |

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| **Telephone Number/s** |       |

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| **E-mail address** |       |

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| **Signature & Company Stamp** |       |

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

## 6. Check List

Please ensure that the following annexes are attached to your application.

For Annexes 1-6, kindly download and use the forms found in the document **Research and Development 2014-2020 – Application Form Annexes (V3.2.2)** which may be downloaded from the section **Application Forms**.

For Annexes 7-11, kindly download the relevant documents from the section **Application Annexes.**

[ ]  **Annex 1**: Project Planning

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

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

[ ]  **Annex 4**: Contractual Research, Technical Knowledge and Patents\*

[ ]  **Annex 5**: Other Operating Costs\*

[ ]  **Annex 6**: Total Cost

 [ ]  **Annex 7**: GBER Declarations

 [ ]  **Annex 8**: Employer Consent Form

 [ ]  **Annex 9**: GDPR Consent - Personal Data [V1.2]

[ ]  **Annex 10**: Determination as to whether an undertaking is in difficulty (applicable to all undertakings other than an SME that has been in existence for less than three years)

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

[ ]  **Annex 12**: 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 13:** Consortium Agreement – A copy of the consortium agreement signed between the project partners\*

[ ]  **Annex 14:** 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 15:** Business Plan\* (A three-year Business Plan is to be submitted where the applicant undertaking is not currently operational in Malta or has been operational for less than three (3) years, and is requesting a cash grant of €50,000 or higher and has not as yet submitted a business plan to Malta Enterprise.)

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

The following Annexes are to be attached **where a request for a Cash Grant** is being made:

[ ]  **Annex 17:** 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 18:** 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 19:** 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

\* To be attached where 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)
3. SMART Specialisation Areas are identified in [Malta’s National Research and Innovation Strategy 2020](http://mcst.gov.mt/wp-content/uploads/2017/02/National-RI-Strategy-2020-June-2014.pdf). These are: Aviation And Aerospace, Health, High Value Added Manufacturing, ICT, Resource Efficient Buildings, Tourism Product Development, Aquaculture and Maritime. [↑](#footnote-ref-3)