



MALTA ENTERPRISE

# Smart & Sustainable Investment Grant

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## Application Form

More digital and environmentally-sustainable business practices provide an opportunity for enterprises grow, enhance their competitiveness and improve sustainability of the economic activity. This measure provides funding to support investments leading to more sustainable and digitalised processes which enhance business competitiveness through optimisation of use of resources.

Version 1.0

Date:17.04.2024

MALTA ENTERPRISE SHALL ONLY ACCEPT THIS FORM IF SUBMITTED THROUGH THE CLIENT PORTAL WHICH MAY BE ACCESSED FROM:

<https://clientportal.maltaenterprise.com/login>

## Document Checklist

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*The documents listed below are to be submitted with this application form. Missing documentation may lead to the rejection of the application. An application is considered submitted once all documentation has been provided.*

**Application Form** (This document duly filled in and signed)

### Carbon Footprint

(A report on the current carbon footprint of the applicant, and the forecast reduction in CO2 emissions following the completion of the project)

### Energy Audit Report

(an independent energy audit conducted by a qualified energy auditor or engineer - required only if the applicant wants to be considered for a tax credit top up)

### Engineer Declaration on useable life of equipment to be decommissioned

This document may be downloaded separately and submitted when the project involves assets to be decommissioned and replaced

### Tax Compliance Status Certificate

(Issued by the Commissioner for Revenue not earlier than 3 months from the date of this application)

### Quotations

(or equivalent documentation of costs on which applicant is requesting assistance)

### De minimis Declaration

The de minimis declaration form is to be filled in directly in the Client Portal as part of the online application submission. The de minimis section is found under the upload fields.

## Financial Documentation

Companies and similar businesses having audited financial statements should submit the following documents:

Latest Audited Accounts or Management Accounts of the last full financial year  
(if the latest Audited Accounts are older than 12 months)

Self-employed persons and similar businesses not required to maintain audited financial statements should submit the following documents:

Latest tax statement issued by the CFR

Profit and Loss Statement for last calendar year

## Applicant Details

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Fields marked in red are required

### Business Name

### Registered Address

Town

Post Code

Country

Telephone Number

Website

Email

Business type

Date established

Business Identification Number

Jobsplus Employer Number

VAT Number

Sector

If you have already discussed your project with Malta Enterprise, kindly indicate your contact

Tick if the same as the registered address otherwise provide address

### Address of Business Operation

Town

Post Code

Country

### Primary Contact Person

Name

Designation

Telephone Number

Email

Number of FTE Employees

Income Tax Number

### Brief introduction of the company and business activity

(If the enterprise is not yet set up outline your proposed business activity)

# Investment Details

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Select which type/s of projects you are requesting support on. Section 4 of the guidelines provides a detailed description of the following eligible types of projects.

**Type of Investment** (Select all that apply)

- Waste Minimisation - reducing materials use per unit of production
- Sustainable Materials - cost reducing impact of product on global environment
- Energy Efficiency - reducing energy use per unit of production
- Water Efficiency - reducing water use per unit of production
- Sustainable Digitalisation - process efficiency through IoT and installation of BMS

**Detailed Project Description**

Kindly provide a detailed overview of the project explaining how the selected objectives will be implemented. If the space provided is not enough the applicant should attach an Annex to the application with additional detail.



**Planned Project Start Date**

**Project Duration**

**months**

## Sustainability Objectives Details

In the table below provide a technical overview of how the investment planned will make the business more sustainable. Fill in all that apply.

Type of Investment	Sustainability objectives to be met	Explain how the objectives will be met
<b>Waste Minimisation</b>	List, by material type, the annual reduction in the generation of waste. Indicate whether waste is produced - directly on site, or - indirectly (produced by consumer / client)	
<b>Energy Efficiency</b>	Elaborate on the impact of energy consumption that the investment will have both in terms of the specific process/es where investment is being targeted, as well as on the global consumption of the appliant	

<b>Water Efficiency</b>	<p>Elaborate on the impact of water consumption that the investment will have both in terms of the specific process/es where investment is being targeted, as well as on the global consumption of the applicant</p>
<b>Sustainable Materials</b>	<p>Explain how the proposed investment will achieve sustainability goals through the change in materials used in production, including the provision of technical documentation showing the change from one material to another</p>

DRAFT

**Sustainable Digitization**

Explain how the proposed investment will increase process efficiency through IoT or installation of BMS

DRAFT

## Project Sustainability Analysis

In the table below fill in all the metrics that are applicable to your investment to provide a quantitative analysis of the sustainability project. These calculations must be supported by a carbon footprint report compiled by a competent person.

	Unit	Current*	Forecast**	Explain**
<b>Fill in all that are applicable</b>	Reduction in waste (tonnes/year)			
	Energy Savings (kwhr/year)			
	Water Savings (cubic metres/year)			
	Water Savings (cubic metres/year)			
<b>Required for all projects</b>	Reduction in carbon footprint (kg/year)			

\* Current refers to current consumption / waste generation.

\*\* Forecast refers to consumption / generation once the project is implemented



## Investment Costs

In the table below, list the costs to be incurred for capital investments on which support is being requested. (If the space for cost items below does not suffice, you may submit multiple copies of this page, separately)

Description	Identify as may be applicable: - The equipment this item will replace OR - How this item will integrate in the project (when an add-on)	Make	Model	Supplier	Cost €
<b>TOTAL</b>					<b>€</b>

## Technical Services for Carbon Footprint monitoring systems

In the table below list the costs to be incurred for specialised technical services and technologies that will enable the applicant to measure parameters linked to its carbon footprint.

Description	Explain how this will help monitor the carbon footprint	Supplier	Duration of Agreement in months	Cost €
<b>TOTAL</b>				€

Note: Support on specialised technical services and procurement of technologies is capped at 20% of the total amount approved. Services must be provided by unrelated parties and must be covered by a contractual agreement of which only 12 months shall be eligible.

## Project Financing

Please provide the financial data required in the tables below

	2 Fiscal years back	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
<b>Financials</b>				
	Audited		Forecast	Forecast
<b>Turnover</b>				
<b>Wage Bill</b>				
<b>Operating Profit</b>				
<b>Profit before tax</b>				
<b>Equity (if applicable)</b>				
<b>Value of Business Assets</b>				
<b>Bank Loans (if any)</b>				
<b>Other Loans (if any)</b>				
<b>Overdraft Loans (if any)</b>				

Explain how the project will be financed (before grant is disbursed). This may include funding from own financial resources, new bank loans, and or State Funding. The total of the table below should be equal to the investment cost established in the application.

<b>Source</b>	<b>Value</b>
<b>Own Financial Resources</b>	
<b>Shareholders Loan</b>	
<b>Capital Injection</b>	
<b>Supported Bank Loan</b>	
<b>Unsupported Bank Loan</b>	
<b>Grants (excluding the grant being applied for in this application)</b>	
<b>Soft Loan</b>	
<b>Other sources (specify)</b>	
<b>TOTAL</b>	€

# Request for Support

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## Total Project Cost

An additional Tax Credit of up to €40,000 per project may be awarded if the project meets one or more of the below criteria. (Refer to the incentive guidelines on how this is to be calculated).

If you are also requesting a tax credit, tick the criteria that apply:

The project results in new investment (including expansion of existing investments) in Gozo

The project is carried out by an undertaking which has been established for less than 3 years (calculated from the date of registration).

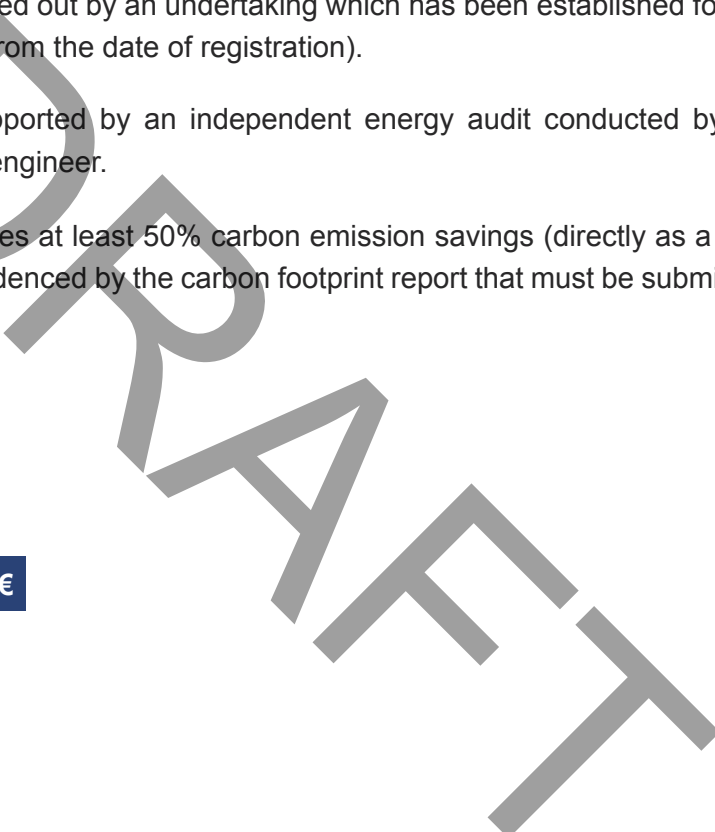
The project is supported by an independent energy audit conducted by a qualified energy auditor or engineer.

The project achieves at least 50% carbon emission savings (directly as a result of the investment) as evidenced by the carbon footprint report that must be submitted with the application.

**Cash Grant Requested**

**Tax Credit Requested**

**Total Aid Requested €**



# Personal Data Protection Information and Consent to Process Data

Contact email address of the Data Protection Officer: [dpo@maltaenterprise.com](mailto:dpo@maltaenterprise.com)

Referring to Articles 13 and 14 of the GDPR, the Right to be Informed, you will find how Malta Enterprise processes the data in this application. Fill in any required data. [Malta Enterprise Data Protection Policy]

## Authorisation to engage with the Corporation on matters related to the Application. (If Applicable)

I the undersigned, as legal representative of the Applicant Undertaking, authorise the following Legal Bodies and/or Natural Persons to act on my behalf with Malta Enterprise Corporation with respect to matters related to the Application and any subsequent documentation exchanged between the two parties in relation to the same Application.

Name of Legal Entity	Name and Surname of Natural Person granted authorisation (see Note 1)	E-mail address of party granted authorisation (see Note 2)
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**Note 1:** Leave empty if authorisation is intended to any natural person engaged with the Legal Entity. Otherwise specify the name and surname of the person(s) working for the Legal Entity to whom the authorisation is intended.

**Note 2:** Written communication with the Legal Entity and/or Natural Person granted authorisation via email will only be accepted via the email address specified in the table above. The Undersigned should be copied (via the email address specified in the Application) in any communication between the Corporation and the Person granted authorisation as per above table.

## Employer Consent Form

The signature of this application confirms that any employment and personal data included in this application form is covered by the appropriate data subject consent as required by the prevalent Data Protection laws and regulations. The consent includes the sharing of data with other government entities where strictly necessary and required by law but also defines the purpose(s) for the processing of data of the captioned data subject/s in line with Article 5, Principles relating to processing of personal data and Article 7 Conditions of Consent of regulation (EU) 2016/679 dated 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 (General Data Protection Regulation). Should the data subject withdraw his/her consent to processing, the Corporation shall be informed immediately. Consequently, the Corporation may proceed with processing this data, verifying it with other agencies, and retain such data for the duration required by the applicable national and EU laws and regulations.

I, the undersigned hereby authorise Malta Enterprise Corporation to process the data contained in this form for the purpose stated in the consent to process data.

**I declare that,**

I have read and understood the Incentive Guidelines.

Any information provided in this application form and any other information given in support of this application is correct and complete, and I shall inform the Corporation should anything to the contrary transpire following the submission.

To the best of my knowledge this application is in line with the requirements of the Incentive Guidelines.

I shall provide the Corporation with any further information and documentation requested in processing this application and understand that in not doing so the application may be rejected.

The applicant business, and the single economic entity to which it belongs, have not been subject to an outstanding recovery order, issued by a previous decision of the European Commission

The applicant business, and the single economic entity to which it belongs, declares that if it has any judicial proceeding/s which is/are pending that may affect the business, the corporation shall be made aware with immediate effect.

The premises from which the business operates / will operate for the purpose of the project outlined in this application form are licensed to be used for the activities of the business.

The costs on which support is being requested are not covered, either in part or in full, by any other public aid scheme. Similarly, the business undertakes not to lodge any new applications for co-financing with other national or European authorities for any costs allocated to this Project.

The applicant undertakes to immediately inform the Corporation of any significant alteration in the proposed project or in the applicant's situation and capacity to implement the Project.

The business will repay any aid received, plus interest, in the event of improper management or failure to comply with the rules established in the applicable guidelines and regulations.

The applicant accepts that the value of any aid approved may be made public on a website for transparency.

The applicant accepts that information on the value of aid requested and other aspects of the application may be shared with other entities and bodies within the public sector to ensure compliance to state aid regulations and the laws of Malta.

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Name and Surname of Signatory

Designation

Date

Signature

