



c/o S.B.Co. Ltd., Triq Dun Karm,  
B'Kara By-Pass, B'Kara BKR 9038, Malta.  
Tel: 21441635/6, Fax: 21440130; Email: info@voices.org.mt

- Small Project (€100 - € 5,000)
- Large Project (€ 5,001 - €10,000)
- Lead Project (€ 10,001 - €80,000)

## APPLICATION FORM

### VOICES BENEFICIARY FUND \*

For further help or assistance, call Christine Galea (Fund coordinator) on 79202477

#### Applicant / Contact person: Name and Surname

#### Position in Organisation (if applying as an Organisation)

#### Full Official Name of Organisation (if applying as an Organisation)

#### Residential/Official Address

|            |
|------------|
| Post Code: |
|------------|

#### Contact Details

|          |            |                            |
|----------|------------|----------------------------|
| Tel. No: | Mobile No: | Voluntary Organisation No. |
| Fax No.: | Email:     |                            |

#### Project Name or Working Title (max. 15 words)

#### Project Time Frames

|             |           |
|-------------|-----------|
| Start Date: | End Date: |
|-------------|-----------|

#### Project Location (if applicable)

\* **Note:** Requests for assistance for individual / social cases should be made in writing directly to the VOICES Foundation.

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**Details of the Project** (max.80 words)

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**What are the objectives of the project for which funds are being requested?** (max.80 words)

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**Who will be the beneficiaries of the services provided by your Project? (Please include a rough estimate of the number of beneficiaries)**

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|  |
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*Specify target groups:*    Children    Youths    Adults    Animal Welfare    Other

**Project Budget**

|   |   |
|---|---|
| Confirmed Funding to date (Sponsors)        | € |
| Confirmed Funding to date from Public Funds | € |
| Other planned revenue for the Project       | € |

|  |   |
|--|---|
| <b>Amount requested from VOICES Beneficiary Fund</b> | € |
| <b>TOTAL PROJECT COST</b>                            | € |

**Has your organisation ever benefited from VOICES funds? If yes, please specify Year / Amount**

|  | Year | Amount |
|--|------|--------|
|  |      |        |
|  |      |        |
|  |      |        |

**Referees (optional)**

*\* Applicants may specify up to three (3) different referees*

|               | Name | Contact Number | Email Address |
|---------------|------|----------------|---------------|
| Referee No. 1 |      |                |               |
| Referee No. 2 |      |                |               |
| Referee No. 3 |      |                |               |

**List of Documents to be submitted with Application:**

1. This **Application Form**, completed, signed and dated
2. A detailed **Proposal** of the Project. For applications of Large or Lead Projects also a detailed budget.
3. A **CV / Biography** (if applying as an individual) or organisation profile
4. **Statute or partnership deed / Certificate of Registration/ Memorandum and Articles of Association** (if applicant is an organisation)
5. Documentation in support of the **budgeted costs** claimed for the project (estimates, quotations, etc)
6. Applications of Large or Lead Projects should also include the audited accounts for the preceding year
7. Any other relevant supporting evidence about the Project (*See Guidance Notes on page 4*).

|             |                             |
|-------------|-----------------------------|
| <i>Date</i> | <i>Authorised Signature</i> |
|-------------|-----------------------------|

*By signing this form I certify that, to my knowledge, all the information in this application form and its annexes is correct and that I have read the VOICES BENEFICIARY FUND Guidance Notes, and am aware of all the conditions specified therein.*

*The application, which must contain all required material (see Guidelines on page 4), must be received by the deadline of the relevant call at:*

**VOICES BENEFICIARY FUND**  
**The Voices Foundation, c/o Spiteri Bailey & Co. Ltd., Triq Dun Karm,**  
**Birkirkara By-Pass, Birkirkara, Malta**

*A scanned copy of the signed application and the accompanying documents is to be sent by email to:*  
**beneficiaries@voices.org**

| FOR OFFICE USE ONLY |              |
|---------------------|--------------|
| Date of receipt:    | Received by: |
| <hr/>               | <hr/>        |
| Application Number: |              |
| <hr/>               |              |

*"Charity is injurious unless it helps the recipient to become independent of it."*

John D. Rockefeller

VOICES BENEFICIARY FUND APPLICATION FORM

## GUIDANCE NOTES

### 1. Scope of the Fund

This revised format of the VOICES Beneficiary Fund was set up in October 2010 by the Voices Foundation.

The fund is intended to support projects and initiatives of a philanthropic, educational, social or civic nature or in support of other deserving causes. Funds are distributed as soon as possible following the main fundraising event organised every two years by the Voices Foundation, and after consultation with the Advisory Board appointed by the Foundation for the same purpose.

Voices concerts are held every two years during the first two weeks of October, and consist of performances of popular songs performed by a 200-strong choir accompanied a live band. A theme of a social nature is normally chosen to act as the focus of each set of concerts. The current theme is 'Listen to the Music'.

### 2. Parameters of Financing

The Voices Foundation aims to allocate up to half of the funds made available from each set of concerts (or a maximum of € 80,000 ) to one Lead project which fits in with the chosen theme of that particular year, and with which it feels is suitable for the pursuance of the identity of VOICES. This project is selected according to the criteria contained in these Guidelines. In order to ensure that the remaining available funding is shared by as many beneficiaries as possible and that the aims of the Foundation are met, any proposed projects and initiatives are also selected on a competitive basis according to the same Guidelines.

The budget of the proposed allocation is according to the following parameters: Small Projects: €100 - €5,000; Large Projects: € 5,001 - €10,000). The contribution from the Fund to the proposed project will vary: Projects may either be financed entirely by the Fund, or else be offered partial funding, and in some cases might be required to provide a commitment by the promoter to co-finance the project by a minimum of 33 per cent of its total cost.

### 3. Eligibility

#### Beneficiaries

The fund supports **projects and initiatives** proposed by individuals, NGOs registered under the Commission of Voluntary Organisations Act of 2007, any body corporate set up by any other Act including Clubs and Limited Liability Companies, civic, cultural, educational and religious organisations and also specific groups/Boards set up for the purpose of organising the project or initiative in respect of which funding is requested.

Projects will only be considered for funding if:

- They constitute a *'single'* initiative, and would not make any further claims on the fund to finance any recurrent commitments of whatever nature; (a regular event may be eligible for funding, yet an award by the Fund does not imply a commitment to regular funding). The project may be composed of a number of activities, yet these must form part of one coherent project.
- The Fund does not support organisations or individuals, but projects or initiatives organised by organisations or individuals. An organisation's daily operational expenses will only be covered by the Fund if these are shown to be necessary to the Project's successful implementation. Additionally, in the case of Limited Liability companies the Board of Directors must ensure that:
  - a) Its objectives, as outlined in its Memorandum and Articles of Association, are consistent with the objectives of the Voices Foundation.
  - b) The proposed projects or initiatives being proposed for funding must not consist mainly of an activity of a commercial nature, and must not result in any profits to the company;
  - c) The beneficiaries of the proposed initiative or project are deemed to fall within the scope of the Voices Beneficiary Fund, by the Advisory Board.

Limited Liability Companies may propose projects and initiatives as part of their Corporate Social Responsibility, requesting to be jointly supported by the Voices Beneficiary Fund.

Limited Liability companies presenting applications need to clearly and specifically demonstrate, in the Project Description, how the Project fulfils these requirements.

#### **Excluded from applying for assistance from the Voices Beneficiaries Fund are:**

- a) Projects and initiatives submitted by political parties, political-party-affiliated organisations or by politically-oriented organisations;
- b) Projects and initiatives submitted by entities that are funded by Central Government (such as Local Councils, agencies etc), unless their involvement is limited to a sponsorship of the cause that is being promoted by an individual or organisation that is not excluded by these Guidelines.

### 4. Applications

The Advisory Board considers three levels of applications, which are:

1. Small Projects (€ 100 - € 5,000)
2. Large Projects (€ 5,001 - € 10,000)
3. Lead Project/s (€ 10,001 - € 80,000)

Applications must be made by the submission of the formal Application Form that can be downloaded from the VOICES website: <http://www.voices.org.mt>, together with the additional

requested information. Applications are to provide sufficient information to the Advisory Board for evaluation purposes. Such information includes details on the person or organisation making the request (including those of the officials submitting the application on behalf of the organisation), detailed information on the proposed project and initiative, the total estimated cost of the project, the amount of funding being requested and, the planned execution of the project including the relevant timeframes. Only authorised signatories should sign the Application Form. The Advisory Board reserves the right to seek further clarifications or documentation when not satisfied with the information being submitted.

## **5. Submission time-frames:**

Applications for projects and initiatives must be forwarded to the VOICES Foundation by the set deadline, on the appropriate Application Form, together with all the requested information, and according to the regulations stipulated on the same Application Form. To be considered for the current Call, applications must be received by no later than 22 November 2010. On the conclusion of the series of concerts of VOICES – Listen to the Music (6-17 October, 2010), the funds collected from the entrance tickets will be calculated and made available for donation.

Applications received after the closing date of the Call of 22 November 2010, may (but not necessarily) be considered and evaluated prior to the next official Call, depending on any funds available.

## **6. Selection Process**

The Advisory Board evaluates all applications and makes recommendations for the awarding of funds based on all the criteria below. For facilitation of project evaluation, it is recommended that Project Descriptions clearly demonstrate how the Project fulfills each of the below criteria:

1. The Project falls within the scope of the Voices Beneficiary Fund, including the current theme, as defined under Point 1 above;
2. Project benefits are sustainable;
3. The Project targets beneficiaries facing particular hardships OR a wide sector of society benefits from the project;
4. The Applicant has access to the necessary expertise and competence to implement the Project

The following elements, whilst not required, are considered to be an asset and will contribute to the Project's overall evaluation:

1. The Project has an educational component; and
2. Project tasks are carried out by volunteers.

All decisions regarding allocation of funds made by the Foundation shall be final, including decisions relating to point 3 of these guidelines.

Following the selection process by the Advisory Board, a report is presented to Board of Governors of the Voices Foundation for approval or otherwise, or for additional directions in respect of the awarding of the funds.

Following final recommendations and approval a letter of commitment is issued to the respective project applicants. Large and Lead Project organisations will be required to enter into a Project

Agreement with the Voices Foundation. This letter and agreement will indicate the amount of funding that is allocated to the project, as well as any approved terms and conditions such as payment schedules, evaluation requirements, implementation plans, etc. Applicants, whose request is not acceded to by the Foundation, will be notified concurrently with the notification of the awarding of funds to the successful applicants.

When a payment is presented to a beneficiary, a declaration confirming its receipt by the appropriate and authorised beneficiary is to be signed.

**Advisory Board**  
VOICES BENEFICIARY FUND