



c/o The Voices Foundation, c/o RSM Malta
Mdina Road, Zebbug, ZBG 9015, Malta
Tel: 21441635/6, Fax: 21440130;
Email: info@voices.org.mt

APPLICATION FORM

START-UP INITIATIVE FUND

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.	V.O No. <i>(if applicable)</i>
Fax No.:	Email:	

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

Short description of the Project (max.80 words)

A detailed proposal should also be submitted with this application, together with a budget of expenses, and other documents as listed on page 3 of this Application Form.

What are the objectives of the project ? (max.80 words)

Who will be the beneficiaries of your Project?

Specify target groups: Children Youths Adults Animal Welfare Other

Project Budget

Estimated Funding from other Sources / Sponsors	€
Other planned revenue for the Project (eg. ticket income)	€
Amount requested from VOICES Start-Up Fund	€
TOTAL PROJECT COST	€

Has your organisation ever benefited from VOICES funds?

If yes, and if applicable, 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:

Two (2) copies of the following:

1. This **Application Form**, completed, signed and dated
2. A detailed **Proposal** of the Project including a detailed budget
3. A **CV / Biography** (if applying as an individual) or organisation profile
4. **Statute or partnership deed / Certificate of Registration/ Memorandum & Articles of Association and Audited Accounts of the previous year** (if applicant is an organisation)
5. Documentation in support of the **budgeted costs** claimed for the project (estimates, quotations, etc)
6. Any other relevant supporting evidence about the Project (See *Guidance Notes on page 4*).

<i>Date</i>	<i>Authorised Signature</i>
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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 START-UP INITIATIVE FUND Guidance Notes, and am aware of all the conditions specified therein.

A hard copy of the application, which must contain all required material (see Guidelines on page 4), must be handed in by the deadline of the relevant call to:

VOICES START-UP INITIATIVE FUND
The Voices Foundation, c/o RSM Malta
Mdina Road, Zebbug, ZBG 9015, Malta

FOR OFFICE USE ONLY	
Date of receipt:	Application Number:
Received by: _____	_____

VOICES START-UP INITIATIVE FUND APPLICATION

GUIDANCE NOTES

1. Scope of the Start-Up Initiative Fund

This is a new Fund set up in May 2017 by the Voices Foundation.

The VOICES Foundation has supported, organised and funded the VOICES music concerts that have been staged every two years since 1991 with the aim of:

1. Promoting charitable intentions through the use of music and musical education
2. Promoting positive values through the organisation of choir concerts
3. Raising Public awareness on topical and / social issues
4. Providing the opportunity to members to experience working voluntarily as a team for the benefit of individuals / organisations in need
5. Raising funds through the choir concerts and other similar or related activities for philanthropic purposes

The Foundation has decided to bring the VOICES project to a culmination with its 25th Anniversary concerts held in October 2016 This new fund is intended to support a **sustainable project / initiative of a philanthropic, educational, social or civic nature.**

The aims of the project / initiative are to be in line, yet not necessarily identical to, the aims previously upheld by the Foundation through its VOICES concerts; i.e.:

1. The promotion of positive values
2. The devising of a project that would utilise its members creative / artistic talents
3. Engaging members in voluntary service
4. Promoting teamwork among members
5. Raising funds for charitable causes
6. The dissemination of funds raised through a fair process of selection

The project / initiative must have the potential of being held on a regular basis and not less than once every two (2) years.

2. Parameters of Financing

The VOICES Foundation is allocating a maximum of € 25,000 to be awarded to ONE project / initiative selected on a competitive basis according to the criteria contained in these Guidelines.

The Fund is envisaged to provide financial support for a one-time event or else for a maximum of four (3) years, depending on the nature of the initiative, and following which the selected project must be sustainable if it is to continue.

The contribution from the Fund to the proposed project may vary in amount, but not be in excess of €25,000. Projects may either be financed entirely by the Fund, or else be offered partial funding, and might require a commitment by the promoter to co-finance the project by a minimum of 33 per cent of its total cost.

3. Eligibility

The fund will support a **project / initiative** proposed by:

1. individuals,
2. NGOs registered under the Commission of Voluntary Organisations Act of 2007,
3. any Body Corporate set up by any other Act including Clubs and Limited Liability Companies, civic, cultural, educational and religious organisations;
4. specific groups / Boards set up for the purpose of organising the project or initiative in respect of which funding is requested.

Not more than two (2) applications submitted by the same individual / NGO / Organisation / Order / Group will be selected for funding.

Projects will only be considered for funding if:

They constitute a single / regular-occurring initiative, and would not make any further claims on the fund to finance any recurrent commitments of whatever nature; (i.e. this is to be a regular event, yet the 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 as detailed above. 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 Start-Up Initiative Fund, by the VOICES Foundation.

Limited Liability Companies may propose a project / initiative as part of their Corporate Social Responsibility, requesting to be jointly supported by the Start-Up Initiative 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 or political-party-affiliated organisations and/or party-politically-oriented projects;
- 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 sponsorship of a cause that is being promoted by an individual or organisation that is not excluded by these Guidelines.

4. Applications

Applications must be made by the submission of a hard-copy of the formal Application Form that can be downloaded from the VOICES website: <http://www.voices.org.mt>, together with the additional requested information (see pg.3 of the Application Form). Applications are to provide sufficient information to the VOICES Foundation for evaluation purposes. Such information is to include details on the person or organisation making the request (including those of the officials submitting the application on behalf of the organisation if applicable), 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 project including the relevant timeframes. Only authorised signatories should sign the Application Form.

The VOICES Foundation reserves the right to seek further clarifications or documentation on the information being submitted.

5. Submission time-frames

Applications for projects and initiatives are to 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 (2 hard copies as detailed in the Application Form). To be considered for this Call, applications must be received by no later than noon of **Friday 16th June 2017**.

Applications received after the closing date of 16th June 2017 may (but not necessarily) be considered and evaluated, depending on the outcome of evaluation of this initial Call.

6. Selection Process

The VOICES Foundation will evaluate all applications based on all the criteria below. For facilitation of project evaluation, it is recommended that Project descriptions clearly demonstrate how the Project fulfils each of the below criteria:

1. Project falls within the scope of the VOICES Foundation Objectives (**see article 1 of the Guidance Notes above**);
2. Proposal constitutes a new, original and creative project;
3. Project benefits are sustainable;
4. The project targets beneficiaries facing particular hardships, OR a wide sector of society benefits from the Project;
5. Applicant has access to the necessary expertise / competence to implement the Project.

The following elements are considered an asset and will contribute to the Project's overall positive evaluation:

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

All decisions regarding allocation of the **Start-Up Initiative Fund** made by the VOICES Foundation shall be final, including decisions relating to point 3 (Eligibility) of these guidelines.

Following the selection process a letter of commitment will issued to the successful project applicant, who 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. The Voices Foundation logo should appear in eventual promotional material. 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 applicant.

The VOICES Foundation

The VOICES Foundation is constituted by the following members:

Antonello Gauci (Chairman)
William Spiteri Bailey (Finance Coordinator)
Vanya Aquilina
Stephanie Caruana
Carly Caruana
Sharon Debattista
Anita Gollcher
Adrian Mamo
Anne Naudi

VOICES START-UP INITIATIVE FUND
issued 3rd May 2017