



Reference Number

Grant Scheme to Church and Independent Schools,

Office of the Director General,
Directorate for Quality and Standards in Education,

(DQSE) Level 1, Joseph Abela
Scolaro Street, Hamrun, HMR 1304

APPLICATION FOR A GRANT RELATED TO ELIGIBLE EXPENDITURE FOR WORKS OF A CAPITAL NATURE INCURRED BY A CHURCH OR INDEPENDENT SCHOOL FOR THE IMPLEMENTATION OF EDUCATIONAL REFORMS FOR ALL CHILDREN TO SUCCEED

I, _____ (name and surname in block letters), ID card Number _____ and residing at _____

(write your address)

as Head of the following School

(name and address of the School in block letters)

wish to apply for a grant on the eligible expenditure for works of a capital nature incurred by the above-mentioned School and this with regards to the implementation of the educational reforms in compulsory education. (Give a brief and concise description of the works involved and paid and the location where such works have been carried out, giving the address):

Official rubber stamp and signature of the Head of School

This School has a valid licence with the Directorate for Quality and Standards in Education as a School providing compulsory education provision, and is fully compliant with the relevant licence conditions. The Directorate for Quality and Standards in Education confirms that all the works undertaken by this School as described in this application form have been undertaken in order for the school to extend its teaching services in the primary and/or secondary level in accordance with the Scheme.

Signature and official rubber stamp of the Director General, (Quality and Standards in Education)

(FOR CHURCH SCHOOLS ONLY)

The Secretariat for Catholic Education confirms that all the works undertaken by this School as described in this application form have been authorised by the Bishops in Ordinary of Malta.

Signature and official rubber-stamp of the Secretariat for Catholic Education (Curia)¹

Works of a capital nature as described above were carried out during the period (give dates) _____ and the total eligible costs involved were Euro _____.

I am also submitting documentary evidence regarding settlement of such capital costs incurred. The VAT fiscal receipt/s number/s are

I request that payment of the grant is made to the following address:

Name _____

Address _____

¹ This applies to church schools only.

This grant shall not include any amount which would qualify to be claimed as a deduction of input VAT under the Value Added Tax Act (Cap. 406). This School, as duly and legally represented, shall be held responsible for any claims made under this application.

The Ministry for Finance and Employment may take any action to safeguard that no grant is made irregularly or where there is no right for such claim.

I declare that the details and the information in this application are correct. I also declare that this claim is final and that I am duly authorised to receive the payment on behalf of this School.

Name of applicant

Designation

Signature

Tel. number

Date _____

This application, together with all the relevant documents, is to be submitted/sent to the Grant Scheme to Church and Independent Schools, Office of the Director General, Directorate for Quality and Standards in Education, (DQSE) Level 1, Joseph Abela Scolaro Street, Hamrun, HMR 1304, within three months from the completion of the related works.

The following documents are being submitted with this application form:

- (i) Copy of the I.D. Card of the Head of School or, in the absence of an Identity Card, any other official document;
- (ii) The original fiscal receipt/s and commercial invoices of related eligible works carried out as authenticated by the Head of the School and, where applicable, by a warranted architect. Where a supplier is exempted from issuing a VAT fiscal receipt, a countersigned statement to this effect by the supplier must be submitted together with the commercial invoice/s.
- (iii) where applicable, an official certificate issued by the warranted architect, confirming that the eligible works of a capital nature as described in this application form are in conformity with all the existing laws and regulations, and in accordance with the necessary permits issued by Planning Authority (PA), as well as the consent of third parties, if and as may be required for the works to be carried out.

In the case of school furniture and equipment referred to in the interpretation of “works of a capital nature”, and which items are not purchased from Malta, the original invoices of the purchase of such items issued by the supplier together with the delivery note/s, the original documentary proof that final payment has been affected, and clearance from MaltaPost/Department of Customs Malta, as may be required. These documents must confirm that such items were really purchased; the expenditure costs, and which costs include duty and VAT as may be required, were really paid in full; and that such purchase was affected by the school applying for the grant under this scheme for the same school. Such purchased items must also conform to EU standard safety regulations, as may be required. These documents are to be endorsed by the Head of School;

- (iv) where applicable, an officially endorsed copy of the PA approval of the works of a capital nature as described in this application form;
- (v) where applicable, an officially endorsed copy of the PA Compliance Certificate of the said works of a capital nature.

Where the PA Compliance certificate cannot be produced for reasons not related to the capital expenditure for which a claim is being made through this application, which reasons do not hinder the effective provision of compulsory education according to the required standard as requested by the Directorate for Quality and Standards in Education, the applicant produces an official declaration from a warranted architect explaining why the claim should be considered.

Data Protection

I understand that any personal data submitted to the Ministry for Finance and Financial Services and the Ministry for Education and Employment in relation to this application will be processed in accordance with the General Data Protection Regulation 2016/679 (EU) and the Data Protection Act (586). The personal data provided will be used for vetting and processing purposes. Please refer to our Data Protection Policy online to be accessed on <https://mfin.gov.mt/en/The-Ministry/data-protection-policy/Pages/Data-Protection-Policy.aspx>.

I agree with the above

The Applicant/ Head of school
(name and surname in block letters)

Signature

Note:

Where a fraudulent claim arises, the Ministry for Finance and Employment may institute criminal proceedings against those responsible. In the event of an incorrect payment of a claim, the same Ministry reserves the right to recover funds paid in error.