

# Competition Manual

*(Hereinafter also referred to as the “Manual”)*

Grant for

## Permanent Sustainable Mobility Measures Competition

as part of the

**EUROPEANMOBILITYWEEK (Malta)**

**16-22 September 2023**



**Closing Date for Submission**

**31<sup>st</sup> August 2023**

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## 1.0 PREAMBLE

The EUROPEANMOBILITYWEEK (EMW) seeks to promote clean mobility and sustainable urban transport. The Campaign is spearheaded by the European Commission and is celebrated on the week starting 16<sup>th</sup> September 2023 and, culminates on the 22<sup>nd</sup> September 2023 which is World Car Free Day. The Authority for Transport in Malta, established by Article five (5) of the Authority for Transport in Malta Act, Chapter four hundred and ninety-nine (499) of the Laws of Malta, shall be the Authority responsible for anything relating to the EMW in Malta, including but not limited to anything relating to this Manual. The Authority for Transport in Malta shall hereinafter also be referred to as the “Authority” or “Transport Malta”.

Furthermore, the EUROPEANMOBILITYWEEK is also an excellent opportunity for local stakeholders to work together and pilot measures that test possible changes towards increased sustainable and alternative mobility.

EUROPEANMOBILITYWEEK is a major event in the European calendar, which also complements several key EU policy initiatives. The European Commission’s **Sustainable and Smart Mobility Strategy** presents 82 specific initiatives to be achieved over the next four years as a first stepping-stone towards the overall goal of climate neutrality by 2050. Furthermore, our campaign supports the **European Climate Pact**, an awareness-raising initiative that focuses on pledges and actions combatting climate change across Europe. Thus, EUROPEANMOBILITYWEEK plays a significant role in encouraging people, cities, educational institutions, companies, and NGOs to promote sustainable urban mobility. (“EMW 2023 Thematic Guidelines”).

Aside from backing the above initiatives, EUROPEANMOBILITYWEEK also supports EU goals in the following initiatives: **EU Green Week** and **EU Sustainable Energy Week**.

## 2.0 THE CAMPAIGN

The campaign gives localities the chance to explore the role of their respective streets and to look at, and possibly implement practical solutions to tackle issues related to urban challenges, such as traffic congestion, air pollution, lack of accessibility and lack of street livability in urban village cores.

Activities and measures to be implemented as part of the 2023 Campaign are to encourage sustainable and alternative mobility through promotion of a healthier lifestyle and better connections. The campaign also aims to encourage localities to increase pedestrianized zones within urban village cores as well as the integration of infrastructure supporting alternative mobility in the respective town/village. The campaign aims to motivate all former and future participants to join the **22<sup>nd</sup> Year** of EUROPEAN**MOBILITY**WEEK under this year's slogan '*Save Energy.*'

Nevertheless, these actions should not be limited to the EUROPEAN**MOBILITY**WEEK between 16<sup>th</sup> and 22<sup>nd</sup> September 2023. It is very important to note that the EU Commission has extended the campaign through the **MOBILITYACTION** label to further encourage the implementation of sustainable mobility promotional actions throughout the entire year.

## 3.0 THEME FOR EMW 2023

The campaign intends to tackle urban transport challenges at local level by experimenting with practical, innovative solutions. Each year, the European Commission selects a theme which helps to further emphasize the sustainable transport actions to be promoted in European towns and cities, during that specific year. This year's theme is "*Save Energy – Iffranka l-Energija*".

The EUROPEAN**MOBILITY**WEEK 2023 annual theme 'Save Energy' seeks to highlight and foster synergies between people and places that are offering their expertise, creativity and dedication to raising awareness about sustainable mobility, fostering active transport, creating livable cities and promoting active mobility.

The five EMW pillars of 'Save Energy' are:

1. Promoting the usage of public transport
2. Promoting active mobility
3. Minimizing car dependency
4. Mobility Management
5. Infrastructure Solutions

Detailed information on this year's theme can be found on the official EMW website:

<http://www.mobilityweek.eu/>

The Maltese Government continues to make substantial efforts in promoting alternative use of transport. However, one can note that, in general, as a population, we are still heavily reliant on private vehicle use. This negatively impacts the quality of our air due to carbon emissions.

In view of this, activities and measures implemented as part of the 2023 Campaign will aim to encourage sustainable mobility, with particular emphasis on energy saving and clean air. The Campaign intends to pilot new measures at locality level and increase awareness on sustainable mobility.

## **4.0 INTRODUCTION TO THE PERMANENT SUSTAINABLE MOBILITY MEASURES COMPETITION**

Transport Malta (hereinafter also be referred to as the Authority) is once again launching its annual competition to implement Permanent Sustainable Mobility Measures in localities around Malta and Gozo. The aim of this competition is to instill the idea of strategic long-term planning at locality level. Local Councils and NGOs are encouraged to explore the use and infrastructure of their respective streets and to look at, and possibly implement practical solutions to tackle issues that arise in an urban environment, such as traffic congestion, air pollution, lack of accessibility and lack of street livability in urban village cores. The campaign also enables localities to focus on the increase of pedestrianized zones in urban village cores as well as the introduction and promotion of bicycle lanes in the respective town/village. Local Councils and NGOs are strongly encouraged to use the funds made available to pilot innovative measures.

This year's budget for this competition is one hundred and ten thousand euros (**€110,000**) and the chosen measures must be completely implemented within twelve (12) months from the date of last signature of the respective Contractual Agreement.

This Competition shall be open to NGOs and Local Councils. Local Councils can apply individually or as a consortium. NGOs cannot submit their application without the involvement of a Lead Local Council. In the case of a consortium, a lead partner must be identified. Regional Councils can also apply as partners with a local council but they cannot assume the role of lead partner. In case of a collaboration or consortium, a Lead Local Council is to be appointed. The Lead Local Council shall be responsible for collation of all documentation; overall project management, claims; and shall be the key contact point for the Authority.

This year, three (3) grants are available as follows;

<b>Winner</b>	<b>Euro 50,000</b>
<b>1<sup>st</sup> Runner Up</b>	<b>Euro 30,000</b>
<b>2<sup>nd</sup> Runner Up</b>	<b>Euro 30,000</b>

Once awarded, all measures are to be registered on the EUROPEANMOBILITYWEEK website as guided by the Authority. These grants can be combined with any other grant or scheme which Local Councils/NGO's are eligible to benefit from. No double funding will be allowed.

As soon as reasonably practical but not later than any disbursement of funds by the Authority, the Local Council/NGO shall notify the Authority for Transport in Malta that it shall combine any grant given to it under this Competition Manual with any other grant or scheme for funding it is/was eligible for. In such case, the Authority shall only pay the difference between the amounts covered by any other grant/scheme for funding, and the actual expenses incurred, up to a maximum of the budget allocated for each and every grant. The Local Council/NGO shall not be eligible for any surplus of unused funds, which shall not be paid to the Applicant. The entire grant may be revoked if the Local Council/NGO is in breach of any of the obligations set out in this Manual, including this paragraph.

Any and all expenses incurred by the Local Council/NGO must be evidenced by documentation that

may be requested by the Authority, including invoices and/or fiscal receipts. Time limits imposed by the Authority have to be respected. Failure to do so may lead to disqualification and revocation of any grant awarded without any further notice.

The proposed measure/s can also be implemented in the form of a Public Private Partnership (PPP).

Winners of the competition will be officially announced during a respective press conference held between the Authority and the Ministry for Transport and Infrastructure.

## 5.0 CLARIFICATIONS

For any clarifications throughout the publication period of this Competition, applicants are invited to contact Transport Malta on: [sustainablemobility.tm@transport.gov.mt](mailto:sustainablemobility.tm@transport.gov.mt)

## 6.0 COMPETITION REGULATIONS

### 6.1 ELIGIBLE PARTICIPANTS

The competition is open to Local Councils/NGO's that may participate as a single locality and/or as a consortium of Local Councils and/or in collaboration with one of the regional councils and/or an NGO. It is also possible for consortia to be formed between a number of neighboring Local Councils sharing common borders (hence a measure may intersect with more than one Locality) or a number of NGOs sharing common interests. However, NGOs cannot submit their application without the involvement of a Lead Local Council.

Regional Councils and NGOs are also eligible to apply together with a Lead Local Council. In such case, the agreement reached with that locality (Lead Local Council) is to be produced.

**It is important to note that the consortium shall be construed as one single Applicant. Therefore, the consortium shall be eligible to benefit from one grant only.**

To participate, individual Local Councils/NGO's and/or Regional Councils/Local Council consortium



shall submit an application including all requested documentation (Refer to Section on Guidelines to the Application form and commit themselves to complete the implementation of the selected measure chosen by the EUROPEANMOBILITYWEEK Adjudication Committee within 12 months from the date of last signature of the respective Contractual Agreement.

Local Councils which have already been awarded this grant through previous Competition editions are still eligible to participate in this year's edition. However, some points shall be deducted from the overall marking system. Further points shall be deducted in case the proposals of previous editions were not implemented in time (*Refer to Section on Evaluation Processes and Criteria*).

As noted above, the proposed measures must address the EUROPEANMOBILITYWEEK 2023 theme 'Save Energy' by exploring the use and infrastructure of their respective streets and by looking at, and implementing practical solutions to tackle issues that arise in an urban environment, such as traffic congestion, air pollution, lack of accessibility and lack of street livability in urban village cores. This in addition to focusing on the increase of pedestrianized zones in urban village cores as well as the introduction and promotion of bicycle lanes in the respective town/village. Local Councils and NGOs are strongly encouraged to use the funds made available to pilot innovative measures. Therefore, eligible measures are to focus on physical changes to a street/ location by introducing permanent pedestrianization measures leading through traffic-free roads or by balancing the space of a road by introducing active mobility infrastructure and allotting room for pedestrian needs.

All applications received will be evaluated by the EUROPEANMOBILITYWEEK Adjudication Committee specifically set up by the Authority for this purpose. The evaluation will be carried out against specific, identified, pre- notified criteria upon which the proposal should be based, and the evaluation carried out (*Refer to Section on Evaluation Process and Criteria*).

## **6.2 FUNDING RULES**

In total, three (3) grants shall be awarded in 2023. The winning measure shall be awarded a grant of €50,000 whilst the 1<sup>st</sup> runner-up will be awarded a grant of €30,000. The 2<sup>nd</sup> runner up will also be awarded €30,000.

Only measures approved by Adjudication Committee in its sole discretion as part of this Competition will be financed through these grants.

A grant may be spent by a single Local Council/NGO or shared between the various Local Councils/NGO's participating in the same Consortium. In the latter case, the division of the budget between the different Consortium Partners is to be indicated at application stage as part of the Budget Breakdown. The Lead Partner will be the one invoicing the Authority for reimbursement.

Should no submissions meet the eligibility criteria, or carry enough points to qualify for the grant, the grants will not be awarded. Only submissions which meet the required standard will be considered for funding (*Refer to Eligible and Non-Eligible Measures*).

### **6.3 PROCUREMENT ACTIVITIES**

All procurement necessary to implement the awarded Permanent Sustainable Mobility Measure/s shall follow official public procurement regulations and procedures and such procurement is to be carried out by the respective Local Council/NGO. Same should be taken into account in the filling in of the implementation schedule (*template attached*).

### **6.4 BUDGET BREAKDOWN AND MARKET RESEARCH**

A budget breakdown is to be submitted with the Application Form and is to include a detailed description of all costs involved to finance the implementation of the measure being proposed. It is strongly recommended that suitable market research is carried out beforehand, in order to have a good indication of the budget needed to implement the proposed measure/s and to avoid budget overruns during the project implementation. The applicant shall be solely and exclusively responsible for budget overruns and failure to implement the measure within the stipulated timeframes due to the said overrun may lead to disqualification and the obligation to refund any monies advanced by the Authority in relation thereto.

A Disbursement Schedule (*template attached*) shall also be submitted with the Application Form. This is to clearly indicate the planned disbursement by the Local Council/NGO (or Consortium if applicable) during project implementation of the Permanent Measure. A template is being provided with the Application document (*Refer to Section 9 Templates and Annexes*).

## 6.5 ELIGIBLE AND NON-ELIGIBLE FUNDING

**Equipment:** Equipment is eligible for the grant if it is proven that the equipment is fully necessary for the operation of the measure as intended. In certain cases, the lease of equipment can be eligible such as, leasing a vehicle to pilot a service for 12 months. However, this shall be considered on a case-by-case basis and subject to the justification provided as part of the application form.

**Infrastructure:** Any infrastructure related to pedestrianization and sustainable mobility which will be permanently fixed is eligible for funding.

**Software and Licenses:** Software and Licenses to purchase software to be used as part of the operation of the proposed measure are also eligible as long as these are essential to ensure that the measure is a success.

**Expert Fees:** External Expert fees can be reimbursed through the grant. For instance, in the case of measures which require architectural services like surveys, designs, compilation of layout plans, plans to scale etc. and any other studies prior to or during measure implementation. Should the services of an External Expert (such as an architect) be spent during submission stage, the invoice and proof of payment are to be submitted along with a request for final payment subject.

**It is important to note that costs relating to the employment of personnel employed by the local council are not eligible for this grant.**

**Permits:** Measures that require Planning Authority (PA) Permits, Development Notification Orders (DNOs), Transport Malta Permits, or other permits are also eligible for funding and such fees can be reimbursed through the grant. For fees which have already been incurred prior to the submission of the Application Form, Local Councils must request for a reimbursement as part of this grant. Reimbursement will only be granted if the Grant is awarded.

Invoices, receipts and proof of payment for the said fees are to be submitted along with a request for final payment.

**The Authority shall only reimburse costs relating to the awarded measures. In addition, the attainment of any required permit remains solely the responsibility of the applicant.**

**Marketing:** Marketing material, such as the design, printing and publication of promotional material, leaflets, and the setting up of webpages will be eligible for funding subject that the appropriate logos are given prominence in the material published. The artwork to be provided will be discussed with each winning Local Council.

**Data Collection:** Costs incurred to collect data are eligible for funding. It is the responsibility of the Local Council to reserve the funding required to carry out monitoring of the measure during implementation stage. A Final Results Report is to be submitted along with the request for the Final Payment which is subject to vetting and validation by Transport Malta. The Final Results Report is to be submitted by not later than three (3) months following the deadline for measure implementation. Without prejudice to other rights and remedies enjoyed by the Authority at law, in terms of this Manual and any agreement entered into, the applicant's failure to adhere to this condition can lead to disqualification and the obligation to refund any monies advanced by the Authority in relation thereto. In all cases, apart from the general rules laid out in this Manual, a case-by-case basis approach will be taken when considering the measures submitted. In this regard, it is strongly recommended that a proper and self-explanatory justification is submitted as part of the Application Form.

## 6.6 DEDUCTION OF FUNDS

Deduction of funds due up to 10% of the total funding, and/or any of the measures/remedies listed in Section 7 of this manual, may be applied in case of the following nonconformities, as the Authority in its sole discretion shall deem fit:

If the Final Results Report is not submitted within three months following the deadline to implement the proposed measure;

1. If the disseminated promotional material does not carry the correct logos;
2. If the stipulated deadlines are not respected; and
3. Nonobservance of the obligations as stipulated in the Contractual Agreement.

The application of any of the measures/remedies that may be availed of by the Authority as provided for

in this Manual shall be without prejudice to the exercise of any other right or remedy enjoyed by the Authority in terms of law or of this Manual.

Applicants must be able to implement the proposed measure irrespective of the amount of grant received (i.e., if they are the competition winners or respective runners-up). Failing to do so, may result in the revocation of this grant.

## **6.7 FUNDING OF THE PROPOSED MEASURE**

In cases where a proposed measure exceeds the grant budget, the applicant may seek or propose other sources of funding. If this is the case, the application form is to include details regarding this additional funding, including the source for these funds. In such cases, the winner is expected to secure such funding and implement the measure. Failure to do so may result in the revocation of this grant.

Without prejudice to what is contained in this Manual and/or any other direction given by the Authority, Measure/s may be proposed in conjunction with separate schemes such as those promoted by the Department for Local Councils; and/or be proposed and co-financed in the form of a Public Private Partnership (PPP).

If during implementation the available budget is overrun, it is the responsibility of the Local Council to make up for the overruns, keeping in mind that if the project is not implemented as agreed in the Contractual Agreement, the entire grant may be revoked.

If the beneficiary is not able to finalize the measure in time and/or is not successful in the implementation for any reason, the beneficiary may have to reimburse back all funds made available by Transport Malta.

## **6.8 ELIGIBLE AND NON-ELIGIBLE MEASURES**

Eligible measures are to focus on physical changes to a street/ location by introducing permanent pedestrianization measures leading through traffic-free roads or by balancing the space of a road by introducing active mobility infrastructure and allotting room for pedestrian needs.

Upgrading of public space can also be considered as a permanent measure. However, in cases where roads or public spaces are to be re-purposed, a clear transport plan showing how traffic is to be diverted

must be submitted along with the Application Form. This must be approved by the relevant department within Transport Malta preferably prior to the submission of the Application Form. If possible, the relevant approval is to be submitted as an Annex to the Application Form. The award of any grant shall not be construed as the relative department's acceptance of the said application.

**Individual measures on their own without a clear scope shall be considered as non-eligible.**

## **6.9 PROVISION OF TEMPORARY SERVICES AND PILOT PROJECTS.**

The EUROPEAN**MOBILITY**WEEK Adjudication Committee understands that the grants may not be sufficient to enable a service to be operated permanently.

In case of such pilot projects which incorporate the provision of a service, the operations must last for a minimum of 12 months and, must be accompanied by appropriate data collection and monitoring of results which will enable the further fruition of the pilot project into a permanent service should funds become available at a later date or indeed be replicated by other localities if results are encouraging.

In case of such services, the applicant must consider how to provide the services on a permanent basis; be it through a fee for the service or allocation of sponsorship from the private sector or other sources of sponsorship. This is also to be indicated in the Application Form.

## **7.0 EVALUATION PROCESS AND CRITERIA**

### **7.1 EVALUATION PROCESS**

The Evaluation process shall be divided in three-staged approach as follows:

#### **7.1.1 Stage One**

Following the closure of the Application Period, the EUROPEAN**MOBILITY**WEEK Adjudication Committee will assess all applications received. Any applications received by Transport Malta after this deadline shall not be reviewed and shall be considered **ineligible**.

At this stage, the EUROPEAN**MOBILITY**WEEK Adjudication Committee may require clarifications from the respective applicants. In this regard, clarifications will be sent on the email provided as part of the Application Form.

Reply to clarifications will be subject to a deadline. Failure to reply by the set deadline will render the application ineligible. Therefore, it is important that an active email address belonging directly to the nominated contact person is provided as part of the Application Form.

### 7.1.2 Stage Two

Following the first clarification period, proposals will be shortlisted according to the quality of the proposals. Only applications which exceed the **35-point** threshold shall be shortlisted.

Local Councils/NGO's whose proposals have been shortlisted may be invited to present their proposal directly to the EUROPEAN**MOBILITY**WEEK Adjudication Committee. The invitation shall be sent via the email presented as part of the application form and a deadline shall be given to accept or otherwise the invitation sent. A lack of reply shall result in the shortlisted proposal being disqualified.

Following each presentation given to the EUROPEAN**MOBILITY**WEEK Adjudication Committee, questions will be asked directly to the presenter; therefore, the person selected to do the presentation should be well versed in the proposal submitted. This can be a member of the local council, or an External Expert contracted by that local council.

### 7.1.3 Stage Three

Following the presentation, the EUROPEAN**MOBILITY**WEEK Adjudication Committee shall consider the shortlisted proposals again and re-evaluate against the selection criteria, (*Refer to Section Evaluation and Grading Criteria*), made public as part of this document. Points given initially may increase or decrease, depending on the clarifications or explanations given during the presentation. Following this, Winners of this Competition shall be announced.

## 7.2 EVALUATION AND GRADING CRITERIA

Proposals shall be evaluated against the following criteria. Proposals which receive less than 35 points in the first round of evaluation will not be considered further. Proposals which exceed 35 points may be

invited to give a presentation to the EUROPEANMOBILITYWEEK Adjudication Committee.

1	Are the objectives of the measure clear?	Very clear: <b>8 – 10</b>	<b>10</b>
		Clear but requires some amendment/ Requires further explanation: <b>4 – 7</b>	
		Not Clear: <b>0 – 3</b>	
2	Are the results achievable within 12 Calendar Months?	Very achievable: <b>8 – 10</b>	<b>10</b>
		Achievable with some amendments/ Requires further explanation: <b>8 – 10</b>	
		Not Achievable (Too ambitious for the budget/ timeframe available): <b>0 – 3</b>	
3	How relevant is the action to the increase active, alternative and use of more sustainable mobility	Very Relevant: <b>8-10</b>	<b>10</b>
		Relevant/ Requires further explanation: <b>4-7</b>	
		Not Clear: <b>0-3</b>	
4	How relevant is the action to the Save Energy Theme in particular pedestrianized zones in urban village cores as well as the introduction and promotion of bicycle lanes in the respective town/village	Very Relevant: <b>8-10</b>	<b>10</b>
		Relevant/ Requires further explanation: <b>4-7</b>	
		Not Clear: <b>0-3</b>	
5	Is the implementation plan doable within the given timeframe?	Doable and Realistic: <b>8-10</b>	<b>10</b>
		Doable but requires some amendments: <b>4-7</b>	



		Not Doable: <b>0-3</b>	
6	Is the budget realistic?	Doable and Realistic: <b>8-10</b>	<b>10</b>
		Doable but requires some amendments: <b>4-7</b>	
		..... Not Realistic : <b>0-3</b>	
7	Are the chosen Success Indicators relevant to the action?	Relevant and measurable: <b>5</b>	<b>5</b>
		Requires some amendments: <b>3-4</b>	
		Not relevant / not measurable: <b>0-2</b>	
8	How effective is the proposed data collection plan?	Very effective and achievable: <b>5</b>	<b>5</b>
		Requires some amendments: <b>3-4</b>	
		Not effective: <b>0-2</b>	
9	What is the (expected) environmental impact of the measure/ service (s) proposed?	High: <b>5</b>	<b>5</b>
		Medium: <b>3</b>	
		Low: <b>0</b>	
10	What is the (expected) social impact of the measure/ service(s) proposed?	High: <b>5</b>	<b>5</b>
		Medium: <b>3</b>	
		Low: <b>0</b>	
	Is the proposed measure innovative (has a similar measure been implemented in	If innovative: <b>5-10</b>	

11	previous Competition editions)?	If not innovative: <b>0-4</b>	<b>10</b>
	In case of a consortium:	The measure would be less effective if one (or more) of the partners were to be excluded from the measure: <b>5-10</b>	
12	Does the Consortium proposed add value to the measure proposed?	There would be no difference if one or more of the partners were to be excluded from the project: <b>0-4</b>	<b>10</b>
		If no: <b>0</b>	
13	Has the Applicant already received grants in previous Competition editions and did not implement the measures within the stipulated time frame? (If the applicant has received a grant but is submitting the proposal as part of a Consortium, this is not applicable).		<b>-5</b>
	<b>Max Total Points</b>		<b>100</b>

## **8.0 NOTES ON MEASURE IMPLEMENTATION**

### **8.1 PROJECT TIMELINE**

The winning measure/s would need to be implemented by not later than 12 months from the date of the last signature of the Contractual agreement (the “Implementation Date”).

In the case of measures which are service related, such services are to commence and be launched within 12 months from the date of the last signature of the Contractual agreement, such services are to be operational for at least 12 months.

In either case, delays and/or failure to abide by these deadlines shall result in the grant being revoked. However, Transport Malta reserves the right to, in its sole discretion, extend or otherwise set deadline/s upon presentation of justification by the Applicant.

### **8.2 CONTRACTUAL AGREEMENT**

Prior project initiation, the contractual agreement annexed to this manual and marked as Annex 3, shall be signed by Transport Malta and the winning Local Council/NGO or Consortium. This to ensure that the winning Local Council/NGO or Consortium are committed to complete the proposed project within 12 months. The terms of Annex 3 may only be varied by the Authority or the Adjudication Committee. By submitting its application, the Local Council/NGO or any consortium formed by Local Councils/NGO’s, is irrevocably and unconditionally binding itself to honor all the obligations incumbent on the Local Council/NGO and, or the consortium in terms of the same.

Should this contractual agreement not be signed, the grant shall be revoked. Applicants shall not be entitled to this grant unless such contractual agreement is signed.

### 8.3 ADVANCED PAYMENT

Once the winners are announced and the contractual agreement is signed, bilateral meetings will be held between the winning Local Council/NGO's or Consortium and Transport Malta to discuss and possibly fine-tune the proposal in preparation for implementation. These meetings shall focus on time frames, disbursement and implementation of the proposed measure.

Following this, the Local Council/NGO shall be entitled to an advanced payment amounting to **20%** of the total grant, such amount will be transferred to the Local Council/NGO (or to the Lead Council in the Case of a Consortium) to initiate project implementation. In the case of a consortium, all funds will be transferred by Transport Malta to the Lead Local Council. It would then be up to the Lead Council to distribute the funds among partners.

In any case Transport Malta may request the respective Local Council/NGO or Consortium to submit additional documentation before effecting the Advanced Payment.

### 8.4 FINAL PAYMENT

Further to the advance payment, the remainder of the award will be transferred by Transport Malta to the winning Local Council/NGO (or Lead Local Council in case of a consortium) on a reimbursement basis after the entire project is implemented. Reimbursement shall be made on the following basis.

The Local Council/NGO (or Lead Council in the case of a consortium) will need to submit the Request for Final Payment which shall include the following:

1. Copies of Contracts/purchase orders contracted for the implementation of the measure;
2. Copies of VAT Invoices and receipts charged on the project;
3. Proof of payment of the afore mentioned invoices (bank statements/copies of cheques);
4. Photographs of the completed works, equipment, installations and/or services; and

5. Copies of the marketing material produced and distributed as part of the implemented measure. The logos to be used shall be made available by Transport Malta; and
6. Final Result Report which is to include the Data Collected prior (if applicable) and during the operation of the measure.

In submitting the said documentation, time shall be of the essence. All the above documentation is to be submitted by not later than three (3) months from the Implementation Date. Failure to submit this documentation or any other documentation requested by the Authority may lead to disqualification and the immediate revocation of the grant including any payment made up until the date of revocation, with interest at the highest rate permissible at law becoming due on late payments without any further notice.

## 9.0 GUIDELINES TO THE APPLICATION FORM

### 9.1 APPLICATION PROCEDURE

Should further clarifications be required in terms of this grant and the procedures relayed above, the applicants are invited to contact Transport Malta to the following email address: [sustainablemobility.tm@transport.gov.mt](mailto:sustainablemobility.tm@transport.gov.mt)

Local Councils/NGO's wishing to apply for this grant are invited to complete the Application Form in English, providing all details as requested. This is to be sent signed including requested documentation (*i.e. signed Implementation Schedule in the form of a Gantt Chart, signed Disbursement Schedule and all applicable documents*) via email in PDF on: [sustainablemobility.tm@transport.gov.mt](mailto:sustainablemobility.tm@transport.gov.mt) by not later than the **31<sup>st</sup> August 2023**. Late submissions shall be considered ineligible.

The Application Form and all respective annexes must be signed by the Mayor/s and Executive Secretaries of the Local Council/s and by the Presidents and Secretaries of the NGO.

If participants would like to send supporting material/s along with the Application Form – such as samples of communication aids and tools, press clippings, digital media drives such as USB sticks etc) with videos and images (preferably in high resolution) – these can be sent by registered post and should arrive at the address below by the **31<sup>st</sup> August 2023**. In this regard, a list of all supporting material has to be made clear in the Application Form, which is to arrive by this date.

**Address to be used:**

Attn: Ms Cynthia Fiteni  
Risk Management, Policy & EU Affairs Department  
EUROPEN**MOBILITYWEEK**  
Malta Transport Centre Triq il-Pantar,  
Hal-Lija LJA 2021 Malta

## **9.2 APPLICATION FORM NOTES**

### **9.2.1 THE APPLICANT (APPLICATION SECTION 1)**

In this section, the name of the Local Council/NGO indicated here should be considered as a project leader.

In the case of a consortium, the Lead Local Council/NGO should be listed here. The contact details of the person responsible within the Local Council/NGO who is to be considered as the primary contact point throughout the application process should be provided.

In the case of consortia, the 'Partner Local Council/NGO' section should be filled in as necessary. This section should be added as necessary, and signatures of all Mayors/Presidents are to be included at the end of this application form.

### **9.2.2 DETAILED DESCRIPTION OF THE PERMANENT SUSTAINABLE MOBILITY MEASURE (APPLICATION SECTION 2)**

In this section Applicants are requested to provide the following information:

1. Title of the Measure (which should appear on all promotional material should the measure be selected).
2. Aims and Objectives of the proposed measure/s.
3. Problem identification (Which problems will the measure be targeting?)
4. A detailed description of the measure (i.e., how the measure will be implemented and how it will aim to solve the identified problem/s).
5. Indicate as applicable the themes and groups of people (i.e., mobility impaired, elderly etc.) that the measure will target. If permanent installations or upgrading works are to be proposed, site plans of the location in question and interventions proposed are to be submitted; and
6. Identify the permits required to implement the measure. All permits must be considered in the implementation schedule.

The award of the grant shall not constitute a waiver of the requirement to obtain any and all permits including but not limited to Planning Authority and Transport Malta permits. The applicant's failure to obtain any permit it aims to obtain shall lead to the disqualification of the application and the immediate revocation of the grant with interest at the highest rate permissible at law becoming due on late payments without the need of any further notice.

### **9.2.3 DATA COLLECTION (APPLICATION SECTION 3)**

In this section the Applicant must list the expected measurable results from the measure/s. These may include the reduced number of cars and number of targeted residents who will enjoy better accessibility.

Applicants must also identify the data that will be collected that will prove that the measure has been a success or not. Data to be collected should reflect the measure to be implemented.

For example, if the measure will deploy cycling infrastructure, the data indicator to be measured would be the number of people who currently cycle in the locality after the measure is ready.

For instance, this data can be measured on-site or by means of online questionnaires.

If the measure is to be supported by a marketing campaign, a possible success factor can also be the number of people reached through Facebook posts or any other social media platform.

Applicants must also specify the frequency by which data will be collected during or post measure implementation to determine whether the measure is reaching or has reached the expected results. However, not all measures require before and after data collection. If a service is completely new, then it may be the case that no data prior to its implementation is required. In this case as part of this section, **applicants need to justify why no baseline data is required.**

#### 9.2.4 MEASURE IMPLEMENTATION (APPLICATION SECTION 4)

In this section applicants must identify the timelines for each separate activity which are to be indicated in an implementation schedule (i.e. Gantt Chart). A template of the implementation schedule to be used is found as per Annex 1.

The timeline shall indicate and include all procurement activity, any tenders which will need to be published and, any permits which will need to be applied for, such as PA permits, DNOs and any other approvals from Governmental Authorities. Also, it should indicate stakeholder consultation (if necessary) when this is held. Every phase and implementation task for this action must be included as part of the timeline, including baseline data collection (if applicable), post measure data collection as well as marketing phases.

#### 9.2.5 BUDGET BREAKDOWN (APPLICATION SECTION 5)

In this section applicants are to include a budget breakdown and a detailed description of all costs involved to finance the implementation of proposed measure. It is strongly recommended



that market research is carried out to assist in the budgeting of the measure to avoid overruns once the project is being implemented.

It is to be noted that operational and maintenance costs do not form part of this grant. It is important that the Applicants are aware beforehand of the operational and maintenance costs that will be required to maintain the measure and to budget for the said costs accordingly.

The ‘Contribution from Partners’ section should only be filled in by a Consortium of Local Councils. In this section Consortia must indicate what each Local Council will be contributing towards the implementation of the proposed measure and the allocated budget.

A Disbursement Schedule is also to be submitted with the Applications. This disbursement schedule is to clearly indicate the planned disbursement by the Local Council (or Consortium if applicable) to implement the Permanent Measure. A template is being provided with the Application document.

#### **9.2.6 COMMUNICATION STRATEGY (APPLICATION SECTION 6)**

In this section Applicants are to indicate how the measure will be promoted with the identified target audience and the communication tools to be used. Applicants are encouraged to indicate the budget allocated for each communication and/or activity.

#### **9.2.7 ADDITIONAL COMMENTS (APPLICATION SECTION 7)**

In this section Applicants are to include any additional comments supporting their proposal.

## **10.0 BINDING TERMS AND DEFAULTS**

### **10.1 BINDING TERMS**

In applying, the Applicant accepts in full and in its entirety, the contents of this manual and its annexes, including subsequent clarifications issued by the authority and, or the adjudication committee, whatever its own corresponding conditions may be. The Applicant and, or the consortium is expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this manual.

Applicants declare that they understand and agree that they may not make any reservations in their application or correspondence. No account may be taken of any reservation in the Application or other correspondence; any disagreement, contradiction, alteration or deviation from anything contained in this Manual or its annexes may lead to the Application not being considered any further. The execution of any agreement and/or the award of any grant shall not be construed as acceptance of any reservation made, which waiver shall be considered null and void.

By submitting their application, Applicants are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the Application and the resulting contract.

All costs incurred in preparing and submitting the Application shall be borne by the Applicant and these costs shall not be reimbursable, unless awarded any of the grants. The Authority and the Adjudication Committee will not accept responsibility nor pay for any expense or loss which may be incurred by any Applicant in the preparation of an application, save for the allocation of any of the grants listed in this Manual in terms thereof.

The Adjudication Committee retains the ownership of all applications received in terms of this Manual. No document that is submitted in connection with this Manual will be returned to the applicants.

This Manual is not a legal offer for any commission but only a request for applications.

Nothing in this Manual creates a legal obligation on the part of the Authority.

The Authority may amend and or modify and or defer or discontinue any of the terms found herein at its discretion without the requirement of the applicant's consent. Applicants that have submitted their application will be notified in writing of the Authority or the Adjudication Committee's actions in this regard.

Applicants bear sole liability for examining with appropriate care the Manual, its annexes and related documentation. In the event that the Applicant is successful, no claim for alteration of the Applications will be entertained on the grounds of errors or omissions in the obligations of the Applicant described above.

## **10.2 DEFAULTS**

If it results that an Applicant has not adhered in any way to the conditions of this Manual or any of the annexes hereto, and/or has in any way breached any legislation, then the application may be dismissed and if any grant was granted, such grant shall be recoverable by the Authority and, or the Adjudication Committee, as the case may be. The Authority also shall have the right to, in its sole discretion, terminate any contract relating hereto and revoke the grant, including by immediately claiming any grant (or part thereof) awarded up to the said date. Interest at the highest rate permissible at law shall be due on late payments. This remedy shall be without prejudice to any other right or remedy enjoyed by the Authority at law or in terms of this manual and the relative documentation.

Furthermore, should any Applicant or Local Council/NGO and, or Consortium fail to respect any of the time-frames given by the Authority and, or the Adjudication Committee, the Authority shall consider such failure as a breach and may proceed to contract with the subsequent preferred Applicant and the Applicant so in breach shall be liable up to the amount given to it as a grant by the Authority and, or the Adjudication Committee, as the case may be.

## **11.0 TEMPLATES AND ANNEXES**

### **11.1 ANNEX 1 - TEMPLATE FOR IMPLEMENTATION SCHEDULE**

The implementation Schedule must be submitted with the Application.

Task Names and Descriptions are to be amended (added or removed) accordingly by the applicant to

reflect all the tasks and activities deemed necessary for the implementation of the Proposed Measure.

The Implementation Schedule must also reflect the permits required to implement the proposed measure. All applicants must utilize the template published with the Competition Manual and submit it endorsed i.e., signed by the Mayor, Executive Secretary of the Local Council and by the President and Secretary of the NGO and any organization or entity the respective Local Councils deems important to sign, on pain of nullity.

## **11.2 ANNEX 2 - TEMPLATE FOR THE DISBURSEMENT SCHEDULE**

A Disbursement Schedule must be submitted with the Application, this disbursement schedule is to clearly indicate the planned disbursement by the Local Council/NGO (or Consortium if applicable) along the implementation of the Permanent Measure.

All applicants must utilize the template published with the Competition Manual and submit it endorsed i.e., Signed by the Mayor, Executive Secretary, any organization or entity the respective Local Councils deems important to sign on pain of nullity.

## **11.3 ANNEX 3 - DRAFT CONTRACTUAL AGREEMENT**

Prior project initiation a Contractual Agreement shall be signed by Transport Malta and the winning Local Councils/NGO's or consortium, to ensure that the winning Local Council/s is/are committed to complete the proposed project within 12 months. The grant shall be revoked should the applicant fail to do so, and this without prejudice to other rights and remedies enjoyed by the Authority at law or in terms of this manual and the relative documentation.

Applicants shall not be entitled to this grant unless such contractual agreement is signed. The contractual agreement (and respective obligations within) is being attached as per this Annex. The terms thereof may only be varied unilaterally by the Adjudication Committee and, or the Authority, as in their sole discretion they shall deem fit.

## **12. 0 REFERENCES**