

# Competition Manual

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

for

Small Events and Activities Competition  
as part of the

# EUROPEAN MOBILITY WEEK

## 16-22 September

## Malta 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 discuss the different aspects of sustainable mobility and air quality, find innovative solutions to reduce car-use and transport emissions, and to test new technologies and planning measures.

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

This 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 liveability in urban village cores.

Activities and measures to be implemented as part of the 2023 European Campaign are to encourage sustainable and alternative mobility through promotion of a healthier lifestyles, better connections and a mix of more sustainable/alternative transport. The Campaign also seeks to pilot new measures at locality level and increase awareness on sustainable mobility. The campaign also enables localities to focus on the increase of pedestrianised zones in urban village cores as well as the introduction and promotion of cycle lanes in the respective town/village.

Local Councils and NGOs are strongly encouraged to use the funds made available to explore the possibility of and pilot innovative sustainable and alternative mobility measures.

The campaign now seeks to motivate all former and future participants to join the **22<sup>nd</sup> Year** of EUROPEANMOBILITYWEEK under this year's slogan '*Save Energy*'.

Nevertheless, these actions should not be limited to the EUROPEANMOBILITYWEEK 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. This particular grant is for activities undertaken during the European Mobility Week.

## 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. As noted above this year's theme is:

“Save Energy – Iffranka l-Energija”

The EUROPEANMOBILITYWEEK 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 and promoting behavioural change in favour of active mobility, in addition to reaching out and making connections between existing groups and new audiences.

The five pillars of '*Save Energy*' are:

1. The use of public transport
2. Active Mobility
3. Minimizing car dependency
4. Mobility Management
5. Infrastructural Solutions

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

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

## 4.0 SMALL EVENTS AND ACTIVITIES COMPETITION

### 4.1 COMPETITION AND CATEGORIES

Transport Malta (hereinafter also be referred to as the Authority) is once again launching its annual competition to organise Small Events and Activities in localities around Malta and Gozo.

The aim of this competition is to encourage Local Councils/NGO's to organise small events and activities during the EUROPEANMOBILITYWEEK. These may include (but are not limited to) Car Free days, information seminars, treasure hunts (to promote pedestrian activity and sustainable mobility) and competitions related to sustainability mobility.

This competition is open to all Local Councils and NGOs in Malta and Gozo (hereinafter also referred to as "Local Councils/NGO's") who are encouraged to submit a proposal to organise events and activities during the European Mobility Week (16th – 22nd September 2023). 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 an NGO or local council, but they cannot assume the role of lead partner.

Applications need to be on activities such as car free days, bicycle rides and ad-hoc bicycle schools, distribution of information leaflets, ad-hoc pedestrianisation, activities in the local squares and citizen engagement activities related to the use of sustainable and alternative mobility.

Local Councils/NGOs are also encouraged to carry out surveys with the residents/target populations to assess their receptiveness towards sustainable modes of transport and to test car free areas to assess the potential for pedestrianisation. Applicants are also encouraged to carry out questionnaires with the residents to assess their opinion towards sustainable modes of transport and different sustainable mobility measures in order to enhance road safety and sustainable mobility.

Local Councils and/or NGOs that submit their proposal in terms of this Manual shall hereinafter also be referred to as the “Applicant.”

Successful Applicants will be awarded a cash grant (in the form of a reimbursement and up to a maximum of €2,500 as indicated below) to organise the proposed events and activities. Applicants may only apply for one of the following categories:

1. Category A - Organisation of a Car Free Day only – (preferably organised on the 22<sup>nd</sup> of September 2023): €1,500
2. Category B - Organisation of various activities only between the 16<sup>th</sup> and 22<sup>nd</sup> September 2023: €2,000
3. Category C - Organisation of various activities and a Car Free Day in the dates listed above: €2,500

It is strongly recommended to have a good indication of the budget needed to implement the proposed measure/s and avoid budget overruns. 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.

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 amount 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 Local Council/NGO. 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 events and activities must address the 2023 theme:

“Save Energy – Iffranka l-Energija”

All applications received will be evaluated by the EUROPEANMOBILITYWEEK Adjudication Committee specifically set up for this purpose. The evaluation will be carried out against specific, identified pre-notified criteria upon which the activities should be based, and the evaluation be carried out (refer to Section: 3.5 Selection Criteria).

## 4.2 PROMOTIONAL MATERIAL

It is important to note that all promotion in relation to this grant must follow the approved corporate visual guidelines and communication toolkits available as per the hereunder link;

<https://mobilityweek.eu/campaign-resources/>

Evidence must be shown and submitted (through photographs, true copies of publicity material etc.) that the EUROPEANMOBILITYWEEK and Transport Malta Logos have been featured on all publicity material used in relation to the activities to be organised as part of the awarded grant, on pain of nullity. Failure to do so shall result in loss/revocation of funding.

In addition to this the Local Councils/NGO's are requested to provide documentary evidence including photographic evidence which as a minimum shall include five (5) high-definition photos for each event from different viewpoints, showing that the planned events were held.



## 4.3 CLARIFICATIONS

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

## 5.0 ELIGIBILITY AND REGULATIONS

### 5.1 ELIGIBILITY RULES

This Competition is open to all Local Councils who are encouraged to submit a proposal to organise events and activities to promote sustainable mobility in their locality. Moreover, Local Councils are encouraged to organise the proposed events and activities with the collaboration of, or in conjunction with Non-Governmental Organisations (NGOs).

Participants are required to be compliant with the ‘**Terms and Conditions**’ contained in this Manual and the annexes attached hereto to be eligible for the grant.

Furthermore, Applicants shall procure and submit any required permits and authorisations for the implementation of their proposal in accordance with the applicable legislation/s, including but not limited to permits issued by the Authority, the Local Enforcement System Agency (LESA) and the like. **The attainment of any permit or authorisation remains solely the responsibility of the applicant.** The execution of any agreement and/or the award of any grant shall not be construed as an authorisation or permit otherwise required from the Authority or any other authority.

The proposal must be designed in accordance with **one** of the following three categories:

[Category A – Car Free Day](#)

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## **Grant available for Category A: €1,500**

Participants are expected to organise a car free day (preferably on the 22<sup>nd</sup> September 2023) in which a number of streets and/or public spaces within the locality shall be closed for vehicular traffic except for emergency and public transport vehicles.

In this regard, a road closure permit as approved by the Land Enforcement Directorate within Transport Malta must be attached to the application form.

Car Free Days proposed on days other than the 22<sup>nd</sup> of September 2023, but which still fall within the EUROPEANMOBILITYWEEK (i.e. 16<sup>th</sup> to 22<sup>nd</sup> September 2023) are eligible for the grant. However, further points shall be awarded to those applicants who propose a Car Free Day on the 22<sup>nd</sup> September 2023 as such coincides with World Car Free Day.

## Category B – Week of Activities

### **Grant available for Category B: €2,000**

Participants are expected to organise a series of activities to be held between the 16<sup>th</sup> and 22<sup>nd</sup> September 2023 in line with the EUROPEANMOBILITYWEEK theme and the subthemes indicated in this document. Activities may include information/awareness activities, data collection activities, public consultation, and demonstration activities as well as the testing of small pilot projects.

Should any of the activities require road closures, road closure permit as approved by the Land Enforcement Directorate within Transport Malta **must be attached** to the application form.

## Category C – Week of Activities and a Car Free Day

### **Grant available for Category C: €2,500**

The participants are expected to organise a series of activities to be held between the 16<sup>th</sup> and 22<sup>nd</sup> September 2023 in line with the EUROPEANMOBILITYWEEK theme and the subthemes indicated in this document **AND** a Car Free Day (preferably to be held on the **22<sup>nd</sup> September 2023**).

The **road closure permit** as approved by the Land Enforcement Directorate within Transport Malta for any activities which require road closures **must be attached** to the application form.

Important Note: In cases where a series of activities is being proposed including a car free day, but the car free day is being proposed on any other day except the 22<sup>nd</sup> of September 2023, then the proposal will be treated as a Category B activity and eligible for the €2,000 grant and not for the €2,500 grant.

## 5.2 ROAD CLOSURE PERMITS AND TRAFFIC DEVIATIONS

In case of road closures, the roads selected to host the activities need to leave ample and clear spaces for other modes of transport including cycling and other forms of mobility except conventional cars.

Closure of public roads and any proposed diversions of traffic must be approved by Transport Malta's Land Enforcement Directorate and the Police (where applicable). Enforcement Officers may be required during Road Closures (officers are provided at a cost).

Local Councils/NGO's planning such road closures and proposed diversions are required to apply for the respective Road closure permits via email to: Mr. Domenic Vella on email: [domenic.vella@transport.gov.mt](mailto:domenic.vella@transport.gov.mt) (telephone: 2555 5067) with a notification and list of which roads will be closed and how the traffic will be diverted. In implementing road closures and traffic diversions, the Local Councils are responsible for observing the relevant regulations and ensuring public safety at all times.

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## RECOGNITION OF PROPOSED ACTIVITY BY THE EUROPEAN COMMISSION AS A EUROPEANMOBILITYWEEK EVENT

The proposed activities must be recognised by the European Commission as a EUROPEAN**MOBILITYWEEK** event.

For this to take place, the following must be adhered to:

The participant must be:

1. A Local Council, an NGO, a Regional Council or a Consortium thereof;
2. The proposal must meet one of the categories as listed in A, B or C above;
3. The event must be registered on the <http://www.mobilityweek.eu/>
4. ALL registrations of events on the Mobility Week Website are to take place not later than the 14<sup>th</sup> of September 2023. This is not the grant application deadline.

## 6.0 THEME AND SUB-THEMES EMW 2023

The activities proposed must conform with this year's EUROPEAN**MOBILITYWEEK** theme '*Save Energy*', as well as the sub-themes listed hereunder. Proposals which do not follow the themes below shall be considered ineligible for the grant.

Consequently, cities and villages are being encouraged to promote clean and accessible transport, promote walking and cycling over private vehicle use and organise seminars on healthy and safe ways of travelling. These actions can improve people's health reduce traffic congestion in village cores while also contributing to a higher quality of life for residents. Such could be promoted by:

1. Launching awareness campaigns to promote active and sustainable mobility, whilst highlight different transport modes and the disadvantages of vehicular transport in relation to air pollution and emissions;

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2. Test temporary pedestrian areas in the locality (for example vehicular access is restricted in the village core/ commercial area) with the intention to implement this permanently in the future should this is successful;
3. Testing of or implementation of small infrastructure which would assist walking/cycling or increase accessibility at local level such as zebra crossings in particularly unsafe locations/ installation of ramps/ embellishment of a particular section of the locality;
4. Surveys with residents/businesses to assess possible acceptance of planned projects or measures that are currently being piloted;
5. Setting up of cycling lessons to be organised by the Council/NGO as well as Information deployment such as signs showing estimated km/time required to walk/cycle to a particular location (such as to the church/ grocer/ school/ market etc.) from key places;
6. Information seminars; and
7. Promotional campaigns on road and transport Safety (pedestrian and cyclists) when travelling from one city to another.

Any measures in line with this year's EUROPEAN MOBILITY WEEK thematic guidelines found under the resources section of the mobility week: <https://mobilityweek.eu/campaign-resources/>

1. Use of Public Transport - Buses can help reduce our emissions and energy consumption, especially if they are powered by clean sources of energy. Better pedestrianisation access are increased by the usage of public transport.
2. Active Mobility – Trips in urban areas of less than 5Km can be made on foot or by bicycle in up to 30 minutes. You can save energy and boost your physical and mental health. Better pedestrianization access promotes active mobility.
3. Minimizing car dependency – with better pedestrianization access, people tend to move without using a car. The annual cost of owning a private car is often underestimated; up to € 4,500 in energy costs alone.

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4. Mobility Management – Having more pedestrianized areas promotes sustainable mobility such as walking and cycling
5. Infrastructure solutions – adapting and creating infrastructure such as pedestrianization is crucial to disincentivize the use of energy consuming vehicles and encourages active mobility

**Participants are to keep in mind that the main focus of the events and activities must be to promote this year's EUROPEANMOBILITYWEEK theme: 'Saving Energy'.**

## 7.0 SELECTION CRITERIA

The proposals shall be judged against the following criteria:

							<b>Max Score</b>
<b>Category A: Car Free Day</b>							
<b>Is a Car Free Day being proposed (on a day other than the 22<sup>nd</sup> September 2023)?</b>	5						<b>10</b>
<b>Is a Car Free Day being proposed on the 22<sup>nd</sup> September 2023?</b>	10						
<b>What impact will the space selected for closure have?</b>	<i>Minimal</i>		<i>Medium</i>		<i>Strong</i>		<b>10</b>
	3	5	10				
<b>What are the times selected for closure?</b>	<i>6 Hours</i>		<i>10 Hours</i>		<i>12 Hours or more</i>		<b>10</b>
	3	5	10				
<b>Are any activities planned in parallel to the road closure? If so, are they in line with the themes being promoted?</b>							
	10	2	2	2	2	2	<b>20</b>

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<b>Category B: Week of Activities</b>		
Activities organised on one day only	1	<b>10</b>
Activities organised on two days only	2	
Activities organised on three days only	5	
Activities organised on four days only	6	
Activities organised on five days only	7	
Activities organised on six days only	8	
Activities organised on seven days	10	
<b>Are the activities in line with this year EMW 2023 Theme ‘Save Energy’ in particular pedestrianized zones in urban village cores as well as the introduction and promotion of bicycle lanes in the respective town/village</b>		
<i>‘Save Energy’</i>	20	<b>20</b>



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Are the ideas proposed innovative (not done in previous years by other entities)?	5			5
Has an effective marketing plan been proposed?	5			5
What is the impact of the activities proposed compared to the aim they are trying to achieve?	<i>Negligible</i>	<i>Medium</i>	<i>Strong</i>	
	2	5	10	10
<b>Total Possible score</b>				<b>100</b>

**Category C Week of Activities and Car Free Day:**

*The Points for this Category shall be allocated as per the total of the Category A and Category B*

## 8.0 SUBMISSION PROCESS

Local Councils and Non-Governmental Organisations (NGOs) are invited to submit a brief description of the proposed activities using the Application form attached to this Call for Proposals.

Applicants are to submit **signed** proposals including all respective attachments needed in digital format (PDF document) via email ONLY on: [sustainablemobility.tm@transport.gov.mt](mailto:sustainablemobility.tm@transport.gov.mt)

Applications should be submitted by the 31<sup>st</sup> August 2023. Proposals received after this deadline will not be considered eligible.

## 8.1 GRANT AGREEMENT AND PAYMENT

Transport Malta shall notify the successful participants via an official correspondence in the form of a letter or an email.

**Grant Agreement** (hereinafter also referred to as the “Agreement”): Prior to organizing the proposed activities, the agreement attached to this Competition Manual and marked as Annex 1 shall be signed by Transport Malta and the winning Local Council/s to ensure that the winning Local Council/s are committed to organise the proposed events and activities on the stipulated dates as indicated in the proposal, and this strictly in accordance with the terms and conditions listed down in this manual and in the Grant Agreement.

Should this Agreement not be signed, the grant shall be revoked. Applicants shall not be entitled to this grant unless such Grant Agreement is signed. A sample of the Agreement is being attached as Annex 1. The terms of Annex 1 may only be varied by the Authority or the Adjudication Committee. By submitting its application, the Applicant is irrevocably and unconditionally binding itself to honour all the obligations incumbent on the Applicant in terms of the same.

The Grant shall be reimbursed by Transport Malta upon receipt of a Request for Payment (sent by email to Transport Malta) and supported by the hereunder documentation:

1. Proof that the activity has been registered on the European Mobility Week website by the respective Local Councils (or Patron Council in case of NGO grants);
2. A detailed budget breakdown of expenditures made and supporting proof of payment (invoices and receipts)
3. A written report of the events including information on activities held, public participation, marketing held by the organisers etc.;
4. Evidence that Transport Malta logos and the EUROPEANMOBILITYWEEK official promotion and official logos were used, as indicated by Transport Malta, on all publicity material related to the event;
5. Any data gathered during the activity;

Any other documentary evidence that the Authority may deem fit to request.

Provide photographic evidence which as a minimum shall include five (5) high-definition photos for each event from different viewpoints showing that the planned events were held.

Payment requests and any other supporting documents and publicity materials shall be sent via email ONLY to Transport Malta by not later than 15<sup>th</sup> December 2023. Failure to do so may result in the ineligibility of the reimbursement.

It is to be noted that only costs associated with the respective proposal and spent on the event/s will be reimbursed and only up to a maximum of the grant indicated per category above. Budget overruns will have to be covered by the applicant. In cases where the invoices sent amount to less than the indicated grant per category, the remaining (unused) grant will not be reimbursed.

## 8.2 DEDUCTION OF FUNDS

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

1. Failure to register the activity on the EUROPEANMOBILITYWEEK website by the respective Local Councils (or Patron Council in case of NGO grants) within the stipulated timeframe.
2. Lack of Evidence that Transport Malta logos and the EUROPEANMOBILITYWEEK official promotion and official logos were used, as indicated by Transport Malta, on all publicity material related to the event;
3. Lack of Photographic Evidence and any other evidence requested by the Authority showing the events were organized as per the original proposal of the applicant;
4. Failure to organize the events or activities highlighted at application stage;
5. Failure to submit any data gathered during the activity within the given time- frames;
6. If the stipulated deadlines are not respected; and
7. Non- observance of the obligations as stipulated in the Contractual Agreement, this

Manual, any of the annexes attached hereto.

The application of any of the 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 including its annexes.

Notwithstanding anything contained in this Manual or otherwise, if an applicant was awarded a grant to organise the events and activities for Category C but the applicant does not organise all of the events listed in Category C, then the Authority shall ONLY reimburse the Local Council up to a maximum equivalent to the grant eligible for the activities organised under the other categories i.e. Category A and/or Category B.

## 8.3 APPLICATION FORM GUIDELINES

Applicants are to submit **signed** proposals including all respective attachments needed in digital format (PDF document) via email ONLY on: [sustainablemobility.tm@transport.gov.mt](mailto:sustainablemobility.tm@transport.gov.mt)

Documentation forwarded as a hard copy to any one of Transport Malta's Premises will not be accepted.

**Applications should be submitted by the 31<sup>st</sup> August 2023. Proposals received after this deadline will not be considered eligible.**

## 10.0 Application Form

### 10.1 Section 1

All applicants are asked to fill in this section.

Applicants are asked to list the person within the Local Council or Non-Governmental Organisation (NGO) who is going to be considered as the main contact point throughout the application process. The direct telephone/mobile line and email address of the contact person should also be provided. The generic telephone/mobile lines as well as email addresses will not be accepted.

### 10.2 SECTION 2

All applicants are asked to fill in this section.

In this section Applicants are asked to indicate the events and activities that they plan to organise.

#### Category A - Car Free Day

Participants are expected to organise a car free day (preferably on the 22<sup>nd</sup> September 2023) in which a number of streets and/or public spaces within the locality shall be closed for vehicular traffic except for emergency and public transport vehicles.

In this regard, a road closure permit as approved by the Land Enforcement Directorate within Transport Malta must be attached to the application form.

Car Free Days proposed on days other than the 22<sup>nd</sup> September 2023, but which still fall within the EUROPEANMOBILITYWEEK (i.e. 16<sup>th</sup> to 22<sup>nd</sup> September 2023) are eligible for the grant. However, further points shall be awarded to those applicants who propose a Car Free Day on the

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22<sup>nd</sup> September 2023 as such coincides with World Car Free Day.

## Category B - Week of Activities

Participants are expected to organise a series of activities to be held between the 16<sup>th</sup> and 22<sup>nd</sup> September 2023 in line with the EUROPEANMOBILITYWEEK theme and the subthemes indicated in this document. Activities may include information/awareness activities, data collection activities, public consultation and demonstration activities as well as the testing of small pilot projects.

Should any of the activities require road closures, road closure permit as approved by the Land Enforcement Directorate within Transport Malta **must be attached** to the application form.

## Category C - Week of Activities AND Car Free Day.

Participants are expected to organise a series of activities to be held between the 16<sup>th</sup> and 22<sup>nd</sup> September 2023 in line with the EUROPEANMOBILITYWEEK theme and the sub-themes indicated in this document **AND** a Car Free Day (preferably to be held on the **22<sup>nd</sup> September 2023**).

The **road closure permit** as approved by the Land Enforcement Directorate within Transport Malta for any activities which require road closures **must be attached** to the application form

Important Note: In cases where a series of activities is being proposed including a car free day, but the car free day is being proposed on any other day except the 22<sup>nd</sup> September 2023, then the proposal will be treated as a Category B activity and eligible for the €2,000 grant and not for the €2,500.

## 10.3 SECTION 3

All applicants are asked to fill in this section.

In this section Applicants are to provide a programme of activities that are being proposed as well as a **DETAILED** description of each proposed activity. Applicants are also requested to include the planned dates to hold these events and activities.

## 10.4 SECTION 4

All applicants are asked to fill in this section.

In this section Applicants are requested to provide a description of how the proposed events and activities contribute to this year's EUROPEANMOBILITYWEEK theme.

## 10.5 SECTION 5

All applicants are asked to fill in this section.

In this section Applicants are requested to provide a description of how the proposed events and activities contribute to the indicated sub themes.

## 10.6 SECTION 6

All applicants are asked to fill in this section.

In this section Applicants are requested to provide a description of the measures that will be taken to publicise the events and activities that will be organised.



## 10.7 SECTION 7

**All applicants are asked to fill in this section.**

In this section applicants are requested to provide a detailed budget breakdown of the proposed activities which should include item description, units to be purchased and cost.

It is to be noted that the eligibility of the proposed costs shall be considered on a case-by-case basis and subject to the relevance of the cost of the activities being proposed (which in turn is being evaluated based on the relevance to the theme/s and objectives that Applicants are trying to achieve).

**N.B.: All Applicants are requested to fill in the Commitment Forms as part of the Application Form.**

## 11.0 BINDING TERMS AND DEFAULTS

### 11.1 BINDING TERMS

In submitting an application, the Applicant accepts in full and in its entirety the contents of the Grant Agreement, this Manual and their annexes, including subsequent clarifications issued by the Authority and, or the Adjudication Committee, whatever its own corresponding conditions may be, which they hereby waive. The Applicant 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.

## 11.2 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 and, or NGO fail to respect any of the timeframes 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.

## 12.0 TEMPLATES AND ANNEXES

### 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.

## **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.

## **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.

## **13.0 REFERENCES**

2023 EMW Thematic Guidelines <https://mobilityweek.eu/campaign-resources/>