

# 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 2022



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## 1.0 EUROPEANMOBILITYWEEK (EMW)

### 1.1 PREAMBLE

The EUROPEANMOBILITYWEEK (EMW) seeks to promote clean mobility and sustainable urban transport. The Campaign is headed by the European Commission and is celebrated on the week starting 16<sup>th</sup> September 2022 and culminates on the 22<sup>nd</sup> September 2022 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 2022 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**. Following the successful **European Year of Rail 2021**, the **European Year of Youth 2022** aims to put young people centre stage to emphasise their contribution to all areas of society, including the importance of their impact on the future of the urban environment and sustainable urban mobility. (“EMW 2022 Thematic Guidelines”)

## 1.2 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.

Local Councils are strongly encouraged to use this week (and the funds made available) to pilot innovative sustainable mobility measures and gather feedback from residents on the pilot measures.

Activities and measures to be implemented as part of the 2022 Campaign are to encourage sustainable mobility through better connections. The Campaign also intends to pilot new measures at locality level and increase awareness on sustainable mobility.

The campaign now seeks to motivate all former and future participants to join the **21st Year** of EUROPEANMOBILITYWEEK under this year’s slogan ‘*Mix and Move*’.

Nevertheless, these actions should not be limited to the EUROPEANMOBILITYWEEK between 16<sup>th</sup> and 22<sup>nd</sup> September. 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.

## 2.0 THEME FOR EMW 2022

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:

***“Better Connections - Konnessjonijiet Ahjar”***

The EUROPEANMOBILITYWEEK 2022 annual theme ‘Better connections’ 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 *'Better connections'* are:

- People
- Places
- Public transport
- Planning
- Policy

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

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



## 3.0 SMALL EVENTS AND ACTIVITIES COMPETITION

### 3.1 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 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 in Malta and Gozo (hereinafter also referred to as “Local Councils”) who are encouraged to submit a proposal to organise events and activities to promote sustainable mobility. Moreover, Local Councils are encouraged to organise the proposed events and activities with the collaboration and in conjunction with Non-Governmental Organisations (NGOs). Local Councils 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), this to organise the proposed events and activities. Applicants may only apply for one of the following categories:

- Category A - Organisation of a Car Free Day only – (preferably organised on the 22<sup>nd</sup> September): €1,500
- Category B - Organisation of a Week of Activities only between the 16<sup>th</sup> and 22<sup>nd</sup> September: €2,000
- Category C - Organisation of Week of Activities AND a Car Free Day: €2,500



As soon as reasonably practical but not later than any disbursement of funds by the Authority, the Local Council 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 shall not be eligible for any surplus of unused funds, which shall not be paid to the Local Council. The entire grant may be revoked if the Local Council 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 have to be evidenced by documentation that may be requested by the Authority, including invoices and/or fiscal receipts.

The proposed events and activities must address the 2022 theme:

***“Better Connections - Konnessjonijiet Ahjar”***

Local Councils are also encouraged to carry out questionnaires with the residents to assess their opinion towards sustainable modes of transport and different sustainable mobility measures that the Local Council is planning or considering implementing, in order to enhance road safety and sustainable mobility.

All applications received will be evaluated by the EUROPEAN MOBILITY WEEK 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).





## 4.0 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 EUROPEAN MOBILITY WEEK 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 of funding.

In addition to this the Local Councils 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.

### 1.1 COVID-19 HEALTH PROTOCOLS

Depending on the health regulations and protocols in place (if any), Local Councils may need to revise and update their implementation plan closer to implementation date and this so their proposal is implemented in terms of the applicable legislation or guidelines.

Applicants shall submit any documentary evidence required by the Authority as proof that they used their best endeavors to have this declaration also endorsed by the respective Health Authorities.

Applicants shall also underline how the events will abide by health regulations and protocols in place.



## 5.0 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)

## 6.0 ELIGIBILITY AND REGULATIONS

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

#### Category A – Car Free Day

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



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Participants are expected to organise a car free day (preferably on the 22<sup>nd</sup> September 2022) 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, but which still fall within the EUROPEANMOBILITYWEEK (i.e. 16<sup>th</sup> to 22<sup>nd</sup> September) 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 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 2022 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**

**Mix and Move.**  
#MobilityWeek



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 2022 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 2022**).

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, then the proposal will be treated as a Category B activity and eligible for the €2,000 grant and not the €2,500.

## 6.2 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 planning (or being requested by the Voluntary Organisations) 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.



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

The proposed activities must be recognised by the European Commission as a EUROPEANMOBILITYWEEK event.

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

The participant must be:

- i) A Local Council or an NGO participating under the patronage of a local council;
- ii) The proposal must meet one of the categories as listed in A, B or C above;
- iii) The event must be registered on the <http://www.mobilityweek.eu/>
- iv) ALL registrations of events on the Mobility Week Website are to take place not later than the 14<sup>th</sup> of September 2022.

## 6.4 IMPORTANT NOTE TO ALL NON-GOVERNMENT ORGANISATIONS (NGOS):

In order for the activities proposed by NGOs to be considered eligible for this grant, the participating NGO must submit the proposal in conjunction with a Local Council who will be considered as the ‘patron’ of the event. In this regard, the Patron Council will have to:

- 1) Agree to act as patron;
- 2) The mayor of the patron local council must sign the application form; and
- 3) Register the event on <http://www.mobilityweek.eu/> on behalf of the NGO once the event is approved for sponsorship by the Evaluation Committee.



## 7.0 THEME AND SUB-THEMES EMW 2022

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

### Theme 1: '*Better Connections*'

The theme for 2022 is 'Better Connections' and is therefore encouraging people

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:

- i. 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;
- ii. 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;
- iii. 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/;
- iv. Surveys with residents/businesses to assess possible acceptance of planned projects or measures that are currently being piloted;



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- v. Setting up of cycling lessons to be organised by the Council 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
- vi. Information seminars.
- vii. Promotional campaign on road and transport Safety (pedestrian and cyclists) when travelling from one city to another.
- viii. 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/>
- ix.

## **Theme 2: Environmental and Energy:**

This sub-theme may include projects and/or with the following aims and objectives:

- i. Contribution to the improvement of local air quality levels in the locality;
- ii. Contribution towards Malta's National Climate Change and energy efficiency targets;
- iii. Noise pollution abatement measures;
- iv. Use of clean transport modes.
- v. How to enhance efficiency for transport between villages and cities.

## **Theme 3: Sustainable Urban Planning:**

This sub-theme may include projects/activities with the following aims and objectives:

- i. Better use of public spaces;
- ii. Better and safer use of road space
- iii. Better connections between different localities.

**Mix and Move.**  
#MobilityWeek



Projects under this theme may include piloting of pedestrianisation projects, setting up of temporary street gardens, and temporary relocation of parking spaces outside the urban centre for the duration of mobility week.

#### Theme 4: Sustainable Transport:

This sub-theme may include projects and/or activities with the following aims and objectives:

- i. Promotion of the road space as a shared space;
- ii. Measures and activities promoting modal shift;
- iii. Use and promotion of non-vehicular modes;
- iv. Piloting/promoting sustainable carriage of goods within the urban centre;
- v. improved road safety for cyclists/ pedestrians/school children;
- vi. Piloting of temporary local cycling lanes and routes.

The proposed activities which shall be eligible for funding need to address one, or a number of, the themes indicated above. Activities that do not address any of these themes will be disqualified.

Activities of a research nature – such as data collection/ public consultation activities where the Local Council/NGO needs to learn more about a particular matter with the possibility of seeking further funds in the future are eligible for this grant.

Simultaneous activities running in parallel to the proposed activities may be of a cultural, artistic or commercial nature, as well as recreational activities for the families within the areas reclaimed from traffic. It is important to note, however, that the funding for the organisation of these parallel activities shall not be eligible under this grant.

**Participants are to keep in mind that the main focus of the events and activities must be to promote this year's EUROPEAN MOBILITY WEEK theme: 'Better Connections'**





## 8.0 SELECTION CRITERIA

The proposals shall be evaluated by the EUROPEANMOBILITYWEEK Adjudication Committee against the following criteria:

				Max Score
<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 2022)?</b>	5			<b>10</b>
<b>Is a Car Free Day being proposed on the 22<sup>nd</sup> September 2022?</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>	<i>Better Connections</i>	Environment and Energy	Urban Planning	Sustainable Transport



	14	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 2022 Theme and sub-themes selected?</b>					
<i>'Better Connections'</i>		14			<b>20</b>
<i>Environmental and Energy</i>		2			
<i>Sustainable Urban Planning</i>		2			
<i>Sustainable Transport</i>		2			



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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
Total Possible score				100
<p><b>Category C Week of Activities and Car Free Day:</b>  <i>The Points for this Category shall be allocated as per the total of the Category A and Category B</i></p>				



## 8.1 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

**Applications should be submitted by the 4<sup>th</sup> September 2022. Proposals received after this deadline will not be considered eligible.**

Following acceptance of the proposals the entities selected must register their events on <http://www.mobilityweek.eu/> under the section “Participants” by no later than the Only after the event has been registered and accepted by the EU Commission can the EUROPEANMOBILITYWEEK corporate logo be used in the promotion of the event and therefore qualify as a EUROPEANMOBILITYWEEK.

## 9.0 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:

- 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);
- A detailed budget breakdown of expenditures made and supporting proof of payment (invoices and receipts)
- A written report of the events including information on activities held, public participation, marketing held by the organisers etc.;
- 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;
- 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 2022. 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.**

## 9.1 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.

## 10.0 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 4<sup>th</sup> September 2022. Proposals received after this deadline will not be considered eligible.**

### 10.2 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.

In case of a Non-Governmental Organisation (NGO), Applicants are asked to name the Patron Local Council who will register the event on the EUROPEANMOBILITYWEEK website on behalf of the Applicant.

## 10.3 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 2022) 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, but which still fall within the EUROPEANMOBILITYWEEK (i.e. 16<sup>th</sup> to 22<sup>nd</sup> September) 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 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 2021 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 2022 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 2022**).

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; than the proposal will be treated as a Category B activity and eligible for the €2,000 grant and not the €2,500.



## 10.4 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.

## 10.5 SECTION 4

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

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

## 10.6 SECTION 5

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

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

## 10.7 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 ensure public safety during the event and indicate in a detailed manner how all



COVID-19 related measures in place (if any) at the time of event implementation will be followed.

## 10.8 SECTION 7

**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.

## 10.9 SECTION 8

**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

### 11.2 BINDING TERMS

- i. In submitting an application, the Local Council and, the NGO 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 Local Council is expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Manual.
- ii. No account may be taken of any reservation in the Application; 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.
- iii. 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.
- iv. 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.



- v. 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.
- vi. 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.
- vii. The Authority may amend and or modify and or defer or discontinue any of the terms found herein at its discretion. Applicants that have submitted their application will be notified in writing of the Authority or the Adjudication Committee's actions in this regard.
- viii. 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.

## 11.1 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.

Furthermore, should any Applicant or Local Council and, or NGO 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.

## 12.0 ANNEXES

Annex 1 – Specimen Grant Agreement

## 13.0 REFERENCES

2022 EMW Thematic Guidelines <https://mobilityweek.eu/campaign-resources/>

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