



Ministry for Transport, Infrastructure and Capital Projects

CALL FOR APPLICATIONS

**GRANT FOR THE IMPLEMENTATION FOR THE IMPLEMENTATION OF
GREEN TRAVELS PLANS INCLUDING SUSTAINABLE AND
ALTERNATIVE MOBILITY MEASURES BY PRIVATE ENTERPRISES**

APPLICATION FORM

CLOSING DATES FOR APPLICATIONS:

15th October 2022

No late applications will be accepted

Internal Use Only:

DATE:

REF:

SECTION 1: Applicant Details

Name of Applicant:	
Name of Managing Director:	
ID Card No:	
Main Office Address:	
E-mail:	
Work Contact Number:	
Mobile Contact Number:	
Company VAT No.	
Company Registration Number:	
Name of Travel Plan Co-ordinator (if appointed):	
Contact details of Travel Plan Co-ordinator (if appointed):	

Type of enterprise	<input type="checkbox"/> Small
	<input type="checkbox"/> Medium
	<input type="checkbox"/> Large

SECTION 2: Application Details

Please indicate whether this application is being taken submitted by one private enterprise or a partnership of private enterprises by ticking the relevant box (one box only):

- Single private enterprise
- Joint application of private enterprises

In the case of a joint application, a copy of the agreement entered into by the private enterprises, signed by all the involved parties, is to be attached to this application.

In case of a partnership application, details of the lead private enterprise are to be provided below. Details of the other private enterprise/s are to be included in Annex-----of this application form.

Name of private enterprise:	
Address of private enterprise:	
Name of Contact Person:	
Position of Contact Person:	

ID Card No:	
E-mail:	
Work Contact Number:	
Mobile Number:	

JOINT APPLICATIONS

Below please provide information about the joint application and outline the reasons for the submission of such joint application.

These reasons should explain the benefits for each member, and the benefits such members will achieve in promoting and maximising the awarded grant.

2.1 Please provide a brief outline of the enterprise/s including the sector, number of employees, site information, current state of play, policies in relation to sustainability, etc

Kindly include the last financial statement/s as Supporting Document A

SECTION 3: About the Green Travel Plan (GTP)

3.1 Kindly include information on the applicant’s GTP below. **The GTP is to be submitted as part of this application, as Supporting Document B.**

<p>Please provide details of the data collection carried out in preparation of the GTP. This is to include as a minimum an overview of what initiatives are already in place, information on office/s locations, employee modal split and existing facilities.</p>	
<p>Please outline the main results from the data collection including the identified challenges and dominant mode of transport of employees.</p>	
<p>Provide information on the GTP objectives</p>	
<p>Provide information on the GTP targets</p>	
<p>Does the GTP seek to reduce the need to travel? Please give details.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Which modes of transport does the GTP look at? (Tick all that apply)</p>	<p><input type="checkbox"/> Walking</p>
	<p><input type="checkbox"/> Cycling</p>
	<p><input type="checkbox"/> Public transport</p>
	<p><input type="checkbox"/> Micromobility</p>
	<p><input type="checkbox"/> Shared transport</p>
	<p><input type="checkbox"/> Multimodality</p>
	<p><input type="checkbox"/> Car pooling</p> <p><input type="checkbox"/> Other (please specify)</p>

Outline the measures/actions included in the GTP.	
Give details of the monitoring and review of the GTP.	
Give details of the marketing and dissemination of the GTP. (e.g. How was this communicated with the employees?)	
Has a GTP Committee been set up? If yes, please give details including the frequency of meetings.	
Is the GTP fully endorsed by management?	
Give details of the existing transport related infrastructure and its capacity (e.g. car parking, bicycle stands) at the site for which the measure/s are being proposed for funding under this call.	

SECTION 4: About the Measure/s

4.1 Please write the name/title of your proposal (the name should reflect the nature of the project):

Project Name:	
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4.2 Please include a clear and concise description of the need/justification for the project.

Need/justification for the project:	
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4.3 Below include details to better explain your proposal for the evaluation committee to understand how this is aligned to the scope of this initiative. Kindly include:

- The aims and objectives of your proposal (Clearly describe the objectives of the proposed measure/s and how this is aligned with the scope of the call)
- Details of how the measure/s will function (and include how the employees will be engaged) and
- How your proposal promotes sustainable mobility and reduces travel by one's own private car

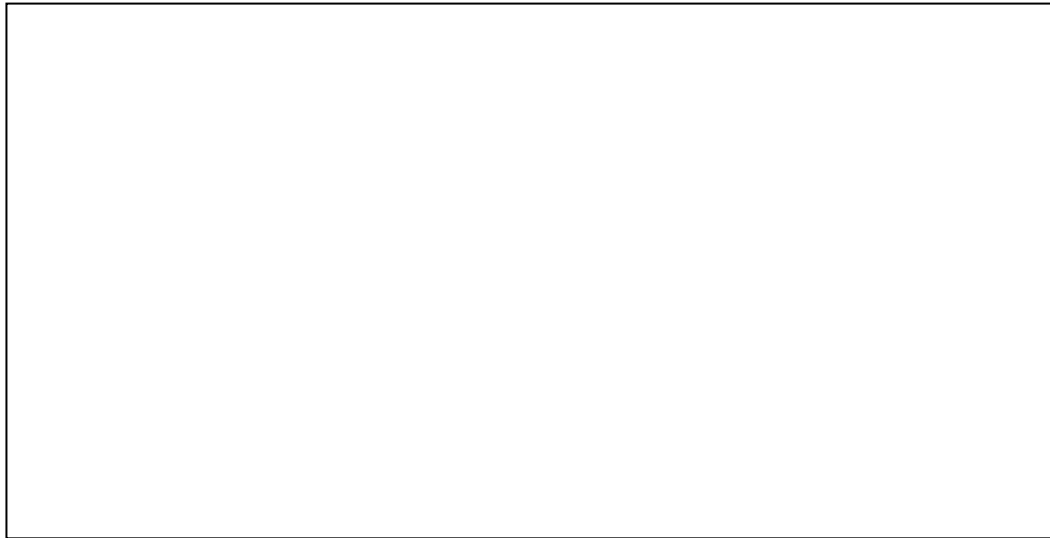
4.4 Kindly complete the below:

Which theme/s does the measure/s contribute to? (Tick all that apply)	<input type="checkbox"/> Emissions reduction
	<input type="checkbox"/> Environment
	<input type="checkbox"/> Improved quality of life
	<input type="checkbox"/> Facilitating alternative and sustainable transport
	<input type="checkbox"/> Green transport
Target group (Tick all that apply)	<input type="checkbox"/> Employees
	<input type="checkbox"/> Suppliers
	<input type="checkbox"/> Customers
	<input type="checkbox"/> Mobility impaired
List the challenges that the proposed measure/s will seek to address	<input type="checkbox"/> 1 - 2 challenges:
	<input type="checkbox"/> 3 – 4 challenges:
	<input type="checkbox"/> 5 or more challenges:
Challenge	How does the measure/s address this challenge?
Nature of the measure/s	<input type="checkbox"/> Temporary
	<input type="checkbox"/> Permanent
Give details of the operational and/or technical specifications of the measure/s	
Give details of the implementation plan. This is to detail all aspects including the obtainment of any permit, license or authorization from the relevant authorities including but not limited to the Planning Authority, procurement, contracting and leeway to cover for any delays.	

List the measure/s targets (the goals or objectives that determine how the measure/s is expected to be done)	<input type="checkbox"/> 1 - 2 targets:
	<input type="checkbox"/> 3 – 4 targets:
	<input type="checkbox"/> 5 or more targets:
Targets	
List the measure/s measurable impacts (direct or indirect effects produced by the measure/s)	<input type="checkbox"/> 1 - 2 impacts:
	<input type="checkbox"/> 3 – 4 impacts:
	<input type="checkbox"/> 5 or more impacts:
Impact	Measure of impact
Is the measure innovative? Is something similar already in place, locally?	<input type="checkbox"/> Innovative <input type="checkbox"/> Not innovative
Can the measure be expanded and/or replicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4.5 Kindly provide information on the geographical extent of the measure/s being proposed including the location of where these will be implemented as well as the area of impact.

4.6 For



measure/s involving infrastructural interventions, is the land/property where the proposed measure/s will be implemented owned by the enterprise?

- Yes
- No

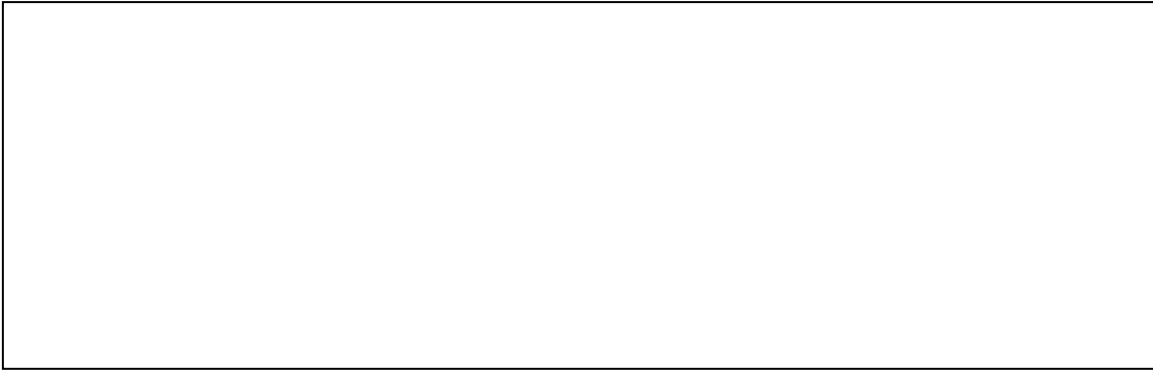
4.7 If yes, please provide a copy(ies) of the proof of ownership, as Supporting Document C to the Application Form.

4.8 If no, please provide a copy(ies) of the third-party consent, as Supporting Document D to the Application Form.

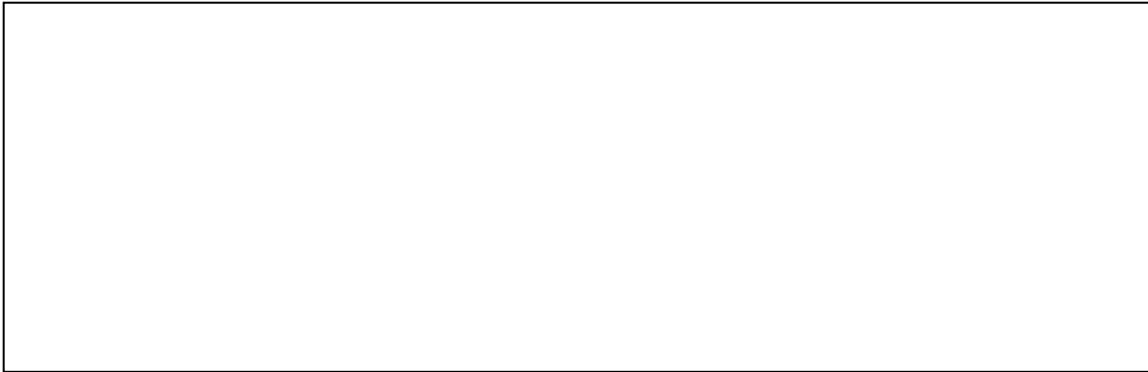
4.9 Does the implementation of the measure/s require a planning permission or any other form of permitting?

- Yes
- No

4.10 If yes, please list these permits in the box below and provide a copy(ies) of the relevant planning permits, as Supporting Document E to the Application Form.



4.11 Below please provide details on the sustainability of your proposal giving details on the duration and the possibility of expansion and adaptability of the project



4.12 Kindly provide information in relation to the Company's readiness for implementation of the measure/s being proposed (describe the work plan including details such as roles, outputs, milestones, timeline etc). Include also information on risks to the timely delivery of the project and how these can be mitigated.



4.13 Explain how your measure/s will be promoted/publicised. A detailed overview is required.

4.14 Please give information on how the measure will be monitored. An Implementation Programme with time-lines indicating which milestones shall be reached at different stages of implementation is to be annexed to this Application. Kindly note that a status update report indicating progress and evidencing adherence to the Implementation Plan will need to be submitted to the Authority on a quarterly basis. This will be accompanied by an online meeting.

SECTION 5: Funding

5.1 Please state the total cost of the measure/s being proposed:

€

How will costs including operational costs be supported in the long term?	<input type="checkbox"/> Company revenue
	<input type="checkbox"/> Payment from users
	<input type="checkbox"/> Other funding
	<input type="checkbox"/> No plan
	<input type="checkbox"/> No costs required

5.2 Has additional funding for your project proposal been secured from any other source(s)?

Yes

If yes, please give further details of this additional finding in the box below.

Projected Total:	€

SECTION 6: Supporting Documents

6.1 Please indicate which of the following supporting documentation is attached to the Application Form:

a.	Latest financial statement
b.	Company’s Green Travel Plan
c.	Proof of ownership (applicable as relevant, if not relevant Supporting Document D applies)
d.	Third party consent (applicable as relevant, if not relevant Supporting Document C applies)
e.	Planning permits/other consents (applicable as relevant)
f.	Quotations (applicable for all applicants)
g.	Agreement between private enterprises (applicable for all joint applications)

SECTION 7: Declaration

7.1 Declaration:

I have read and understood the Guidelines to Applicants document for this Grant for the Implementation of Sustainable Mobility Measures by Private Enterprises.

I understand and agree to adhere to the criteria, terms, and conditions as outlined in the Guidelines to Applicants document.

I attach the required supporting documents.

I certify that all the information provided for the purpose of this application, and all information given in any documentation submitted in support of the application is truthful and accurate.

Signed: _____(electronic signatures accepted)

Name in Block Capitals: _____

Date: _____

SECTION 8: Submitting your Application

Applications will be accepted by post or email. When submitting an application via email, please ensure that you have read the technical requirements as outlined in the GUIDELINES TO APPLICANTS document, and include the following reference in the subject line: Green Travel Plan Scheme and YOUR NAME

Return Completed Application Forms and supporting documentation to:

- By Post: Risk Management, Policy and EU Affairs Department, Authority for Transport in Malta, Pantar Road, Lija LJA 2021
- By email: sustainablemobility.tm@transport.gov.mt

Closing Date for receipt of completed application forms:

Applications will be accepted by no later than: **15th October 2022**

Please note that the processing of any personal data by the Ministry for Transport, Infrastructure and Capital Projects is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.