BANK OF VALLETTA FOUNDATION

Guidance Notes for Grant Applicants

To accompany the Call for Applications
Promotion of Education and Financial Literacy • 2026

About this document
These Guidance Notes explain how to use the application form, what information the Foundation expects and how to present a clear, proportionate application. Read them together with the relevant Call for Applications. If there is any difference, the Call conditions take precedence.

All applicants complete Part 1. If the amount requested from the Foundation is below €15,000, Part 1 is the complete application. If the amount requested is €15,000 or more, Part 1 is an Expression of Interest and Part 2 is completed only by applicants formally shortlisted and invited by the Foundation.

The term applicant comprises both individuals and organisational applicants.

Internal Data

Section 1. General

1.1 Read the Call first

The relevant Call for Applications sets the binding eligibility rules, priorities, eligible costs, project period, co-financing requirements, available funding, deadline and submission method. These Guidance Notes help you complete the form but do not replace the Call.

1.2 Application Process

Foundation amount requested	What to complete	What happens next
Less than €15,000	Complete Part 1 only. This is the full, single-stage application.	The Foundation assesses the application and may seek clarification or due-diligence information.
€15,000 or more	Complete Part 1 as an Expression of Interest.	Complete Part 2 only if the Foundation formally shortlists and invites you. Do not submit Part 2 in advance.

Important Note
The process is determined by the amount requested from the Foundation, not by total project cost. A project costing more than €15,000 may still use the Part 1-only route if the Foundation request is below €15,000.

1.3 Before you begin

- Confirm that the applicant meets the eligibility rules in the Call.
- Confirm that the project benefits Malta and/or Gozo.
- Check that activities and costs fall within the permitted project period.
- Check every cost against the Call and avoid retrospective expenditure.
- Disclose all funding and ensure that the same cost is not funded twice.
- Make sure the person submitting the application has authority to do so.
- Use the current form and submit it by the method and deadline in the Call.

1.4 General drafting principles

- Answer the question asked and respect each word limit.
- Use specific facts, realistic estimates and plain language.
- Keep claims proportionate and identify the evidence available.
- Make the project, budget, outcomes, timetable and responsibilities consistent with one another.
- Do not send extra documents unless the form, Call or Foundation specifically requests them.

1.5 What Makes a Strong Application

Applications will be considered against the Foundation's pillars, priorities and general grant principles. A good application is not simply one that sounds worthwhile; it must also be realistic, well managed and likely to create meaningful impact.

- Fit with one or more Foundation pillars.
- Clear evidence of need.
- Clear public benefit.
- Strong expected outcomes.
- Good value for money.
- Organisational capacity to deliver.

- Co-financing or ability to attract further support.
- Innovation, where relevant.
- Sustainability beyond the grant period, where relevant.
- Low legal, financial and reputational risk.

Section 2. General Funding Guidance

2.1 Foundation pillars

Select the pillar that best reflects the project's principal purpose. If a project touches more than one pillar, make the primary alignment clear and use the Call's priority area where applicable.

Pillar	Focus
Environment	Protection, conservation and promotion of the natural environment, including climate sustainability.
Education	Promotion of education and financial literacy.
Social Inclusion	Supporting and promoting an inclusive society for all.
Heritage	Protection, conservation and promotion of Malta's cultural heritage and identity.
Sports Development	Promotion of physical and mental wellbeing, youth inclusion and ethical behaviour in sport.

2.2 Eligibility

Your project should align with at least one Foundation pillar and its stated priorities.

Eligibility and any exclusions must be taken directly from the relevant Call. The applicant should be able to demonstrate sufficient operational, technical and financial capacity for the scale of the proposal. A new or small organisation should explain the experience, controls, partnerships and practical arrangements that make delivery credible. Organisational applications should be registered in Malta or Gozo and operating for public benefit. This may include voluntary organisations registered with the Commission for Voluntary Organisations, associations, academic faculties, student organisations, and other non-profit bodies. Voluntary organisations should be duly enrolled with the Commissioner for Voluntary Organisations.

You should not apply for costs already incurred or a project that is already completed, nor should you have already received funding for this project from any source. If part of this project is funded from other sources, this must be made clear in your application form.

A Foundation grant may not result in a profit for your organisation. If your project generates income (for example, from ticket sales, participant fees or service charges), this must be shown in your budget. If the final financial statement shows a surplus, the grant will be reduced proportionately.

2.3 Exclusions

The Foundation does not support the following, regardless of how strong an application may otherwise be:

- Political or partisan initiatives.
- General infrastructure projects by organisations or local councils (unless of a heritage, cultural or environmental nature).
- Personal support requests from individuals.
- Individual athletes, sportspersons or teams (national supporting associations may apply).

- Fundraising events, concerts or conferences organised by third parties in support of charities (in most cases).
- For-profit schools or exclusive social clubs without clear public benefit.
- Projects already completed or costs already incurred (retrospective funding).
- Debt repayment.
- Activities in conflict with the Bank's ESG policies or that create reputational risk.
- Activities related to narcotics, alcohol, gambling or gaming.

If you are unsure whether your project qualifies, contact us before beginning your application.

2.4 Costs, financing and no double-funding

- Costs must be necessary, reasonable, attributable to the project and permitted by the Call.
- Costs must fall within the permitted project period.
- Recoverable VAT, retrospective costs and any other exclusions in the Call must not be claimed.
- The Foundation request, applicant contribution, other confirmed or anticipated funding and permitted in-kind contributions must be shown transparently.
- Total funding must equal total project cost.
- The same cost must not be financed twice. If different funders support different elements, make the allocation clear.

Section 3. Completing Part 1 of the Application Form

3.1 Cover information and submission details

Enter the applicant, amount requested and call details consistently with the form. The application reference is for Foundation use. Check the deadline, submission address and contact point inserted for the specific Call.

3.2 Applicant details

Field	How to complete it
Full legal name	Use the applicant's full legal or official name. Avoid abbreviations unless they form part of the official name.
Organisation type	State the legal or organisational form where applicable.
Registration or enrolment number	Complete where applicable. If the field does not apply, state "N/A".
Address	Give the registered or correspondence address requested.
Contact person and role	Name the person who can answer questions about the application and state their role.
Email and telephone	Use contact details that will be monitored during assessment.
Website or social-media page	Provide a current link if available. This is not a substitute for answering the form.

3.3 Project details

Use a short, recognisable project title. Select one principal pillar and the relevant priority area from the Call. State where delivery will take place in Malta and/or Gozo and give realistic indicative start and end dates. The total project

cost must include all project resources; the Foundation amount requested is only the share sought from the Foundation.

3.4 Project summary: maximum 300 words

Write one coherent summary covering:

- what you propose to do;
- the need or problem and why it matters;
- who will benefit and, where possible, the expected number or reach;
- the principal activities; and
- the main result or change expected.

A strong summary
Links the need, activities, beneficiaries and expected result. It does not merely describe the organisation or list aspirations.

3.5 Strategic fit and Foundation contribution: maximum 150 words

Explain how the proposal advances the selected pillar or Call priority. Then explain additionality: what the Foundation's contribution will enable that would otherwise not happen, would happen later or would happen on a smaller scale. Avoid generic statements and do not claim alignment with every pillar.

3.6 Delivery

List no more than five principal activities or milestones. For each, give realistic indicative timing and identify the person responsible. Activities should correspond to the project summary, budget and intended outcomes. In the 150-word response, focus on comparable experience, practical resources, key partners and the ability to manage the grant.

3.7 Intended outcomes

An outcome is the change or benefit expected, not simply an activity completed. Complete each row so that the four columns form a logical chain:

- Intended outcome: the specific change or benefit.
- Who will benefit: the group, place or organisation affected.
- How you will know: a measurable indicator or clear success test.
- Indicative evidence: the records or information that will demonstrate progress, such as attendance records, before-and-after measures, feedback, photographs, usage data or completion records.

Example
Outcome: improved confidence in personal budgeting. Who benefits: participating young adults. How you will know: a stated improvement between baseline and end-point responses. Evidence: anonymised pre- and post-programme questionnaires and attendance records.

3.8 Risks, safeguarding and permissions

Identify up to three principal risks that could materially affect delivery, cost, timing, beneficiaries or reputation. State a practical control and a named role responsible. Do not list only very remote events or use "monitor" as the sole control.

If the project involves children, vulnerable adults or other persons requiring safeguarding measures, describe the arrangements and identify the responsible person. Attach a safeguarding policy only where relevant and available or

required. Confirm that necessary permissions, insurance and health-and-safety arrangements will be in place before delivery.

3.9 Simple budget and value for money

- Use clear expenditure descriptions and add rows if needed.
- Show the full cost of each item and the share requested from the Foundation.
- Use notes to explain assumptions, quantities or allocations where this helps understanding.
- In the funding summary, distinguish the Foundation request, applicant contribution, confirmed funding, and anticipated funding.
- Check that total funding equals total project cost.
- In the 100-word value-for-money statement, explain how the main prices were estimated and why the costs are reasonable for the expected results.

3.10 Monitoring, reporting and sustainability

By ticking the monitoring and reporting confirmations, the applicant commits to retaining appropriate expenditure evidence, providing a proportionate completion report, explaining delivery and beneficiaries, and notifying the Foundation of material changes.

Complete the sustainability field only where the project creates an asset, recurring service or continuing commitment. Explain who will maintain it, how future costs will be met and what will happen after the grant. Otherwise state “Not applicable”.

3.11 Documents to submit with Part 1

Submit only the documents listed in the form and any document expressly required by the Call. Documents already held by the Foundation and still current do not need to be resubmitted. The Foundation may request additional material during clarification, due diligence, approval or award processing. Do not submit IBAN details at application stage unless specifically requested; the form provides for these at award or payment set-up.

3.12 Privacy notice and declaration

Provide only personal information necessary for the application. Do not identify individual beneficiaries or provide unnecessary sensitive data unless specifically requested. Ensure that you are authorised to provide information about staff, volunteers, officers or partners.

The authorised signatory must review each declaration, print their name and position, sign and date the form. A second signature is needed only if required under the applicant’s own governance arrangements.

4. Completing Part 2: Invited Applicants Only

Do not complete Part 2 unless invited
Part 2 applies only to Foundation requests of €15,000 or more where the applicant has been formally shortlisted. Refer back to Part 1 and provide additions, detail or material changes rather than repeating unchanged information.

4.1 Material changes

Disclose changes to scope, timing, beneficiaries, cost, funding or delivery since Part 1. If nothing material has changed, state “None”. Ensure every affected section and total is updated consistently.

4.2 Detailed project design and workplan

Explain the delivery method, major dependencies and quality controls in 300 to 500 words. The accompanying workplan should identify each activity or milestone, lead, start and finish, and deliverable or evidence. Sequence dependencies realistically and make responsibility unambiguous.

4.3 Governance, team and partnerships

Describe decision-making, accountability and escalation. Identify named leads, responsibilities and relevant experience. Explain each partner's contribution and whether arrangements are formal or informal. The governance described here should match financial approvals, risk ownership and reporting arrangements elsewhere in the application.

4.4 Risk management and safeguarding

For each material risk, rate likelihood and impact as high, medium or low, describe mitigation and assign an owner. Address safeguarding, data protection, licences, permissions, insurance and health and safety where relevant. Attach policies or evidence only where requested or applicable.

4.5 Procurement and value for money

Explain how goods, works or services will be sourced and how the approach will achieve fairness, proportionality and value for money. Describe quotations, benchmarking or other methods used to validate major costs. Follow any procurement rules stated in the Call or invitation.

4.6 Detailed budget and financing

Allocate costs and financing over the project period. Project duration should not exceed three years. Use the form's cost categories, add clear explanations where necessary and ensure total financing equals total project cost. Identify the status and evidence for each financing source. Explain the effect on scope or viability if the grant or anticipated co-financing is not secured.

4.7 Organisational and financial capacity

The organisational profile should focus on mission and comparable delivery experience, within 300 words. The financial-management response should explain budgeting, authorisation, accounting, oversight and audit arrangements in a way proportionate to the project's size and risk.

4.8 Monitoring, evaluation and learning

In no more than 300 words, explain what will be monitored, by whom, how often and using what evidence. Describe how effectiveness and impact will be evaluated and how learning will be used or shared. Ensure the plan can evidence the intended outcomes in Part 1.

4.9 Sustainability, innovation and exit

The sustainability and exit plan should address continuation, maintenance, future funding, mainstreaming or orderly closure in no more than 200 words. Where innovation is relevant, use no more than 150 words to explain the new or improved approach enabled by the grant and why it is appropriate in Malta and/or Gozo. Do not label routine delivery as innovation without explaining what is genuinely new or improved.

4.10 Part 2 documents and declaration

Submit documents expressly required by the invitation, Call or Guidance Notes. Mark documents already held and still current. Clearly label any voluntary additions such as detailed budgets, workplans or monitoring frameworks. Before signature, confirm that Part 1 remains accurate except for disclosed changes and that funding duplication, due diligence and material-change obligations are fully addressed.

5. After Submission and Award

5.1 Clarification and due diligence

The Foundation may seek clarification or proportionate due-diligence information. A request for clarification does not itself mean that an award will be made. Respond accurately and by any deadline given, and disclose material changes promptly.

5.2 Assessment

Applications will be assessed for strategic fit, additionality, delivery, outcomes, risk and value for money. They will be ranked on overall score, which rank will be applied if applications exceed the available budget. Applicants will be advised of their application outcome in writing by no later than two calendar months from the closing date.

5.3 The Grant Agreement

Successful applicants will be sent a grant agreement detailing the Foundation's formal award terms and conditions. Do not incur grant-funded expenditure or assume payment arrangements until the award documentation confirms the following and the grant agreement is signed:

- Approved objectives, outputs, outcomes and performance indicators.
- Payment schedule.
- Reporting requirements and deadlines.
- Visibility and communications obligations.
- Conditions for clawback.

5.4 Monitoring, reporting and records

Keep project and financial records sufficient to demonstrate what was delivered, who benefited, progress against intended outcomes and how funds were used. Notify the Foundation of material changes rather than waiting until the completion report.

5.5 Visibility and acknowledgement

You must acknowledge the Foundation's support in all communications relating to the project, for instance on your website, in publications, at events, and on social media. Use the Foundation's name and logo in accordance with the brand guidelines we will provide. Failure to comply with these obligations may affect future applications.

5.6 Clawback

Clawback means we may ask you to return some or all of the grant if things go wrong. The simplest way to avoid clawback is to do what you said you would do, spend the money as agreed, and keep us informed in a timely manner should there be any unforeseen changes along the way.

The Foundation may recover all or part of a grant in the following circumstances:

- Misuse or misappropriation of funds.
- Failure to deliver agreed outputs.
- Organisational integrity failures.
- Activities that create reputational risk for the Bank.
- Non-compliance with reporting obligations.
- Significant organisational change without prior consent.
- Double-funding: receiving funding from another source for the same activity without disclosure.
- Unspent funds at the end of the grant period.

Where a potential clawback situation arises, the Foundation will communicate this in writing, and will give you 30 days to fix it. If the issue is not resolved, this will result in a proportionate recovery of funds.

Section 6. Final Checklists

6.1 For all applicants

- Correct form used.
- Part 1 completed and word limits respected.
- Foundation request determines the correct route.

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- Project summary, activities, outcomes, risks, budget and timing are consistent.
- Total funding equals total project cost.
- All funding and potential duplication disclosed.
- Only required supporting documents attached.
- Privacy notice read and unnecessary personal data removed.
- Declaration signed by an authorised person.
- Submission method and deadline checked.

6.2 Invited Part 2 applicant

- Formal invitation received.
- Any material changes to Part 1 disclosed.
- Detailed workplan, governance, risks, procurement, budget and controls are mutually consistent.
- Financing status and evidence are clear.
- Monitoring, evaluation, sustainability and exit arrangements are proportionate and credible.
- Required supporting documents are current, labelled and attached or marked as already held.
- Part 2 declaration signed.

Section 7. Frequently Asked Questions

Q. Our organisation has received a Foundation grant before. Can we apply again?

Yes. There is no bar on previous grantees applying, and a track record of delivery with the Foundation is viewed positively. However, applications for the renewal of existing grants for the same activities will be assessed against the additionality principle. You should demonstrate what is new or different about your current proposal.

Q. Can we apply for costs we have already incurred?

No. Retrospective costs (costs incurred before your application was submitted) are not eligible.

Q. We are based in Malta but our project will partly take place in Gozo. Is that eligible?

Yes. Projects operating across Malta and Gozo are welcome. The Foundation actively encourages applications that include Gozo, and at least 10% of its overall budget is allocated to projects in Gozo.

Q. We are a small organisation applying for the first time. Are we at a disadvantage?

Not necessarily. The Foundation recognises the value of small, grassroots organisations and aims to ensure a meaningful proportion of its funding reaches them. Focus your application on the quality of your project and your ability to deliver it, rather than on the size of your organisation.

Q. What happens if our project costs come in under budget?

Any unspent grant funds at the end of the project must be returned to the Foundation. The final payment will be based on actual expenditure as verified by the final financial statement.

Q. Can we change the project during the grant period?

Minor changes to activities or timelines can usually be agreed through written correspondence with the Foundation without formal amendment. Significant changes such as changes to objectives, budget, key personnel, or project scope require the Foundation’s prior written consent and approval cannot be guaranteed. Contact us as soon as you anticipate any material change.

Q. Can we appeal a decision?

A. The Foundation's decisions are final. We do not operate a formal appeals process.

Internal Data

Section 8 Contact Us

If you have read this guidance and still have questions, we are happy to help before you submit your application. Responses to requests for clarification may subsequently be added to these Guidance Notes.

Contact	Details
Email	[email]
Website	[website]

Please note:

We cannot provide feedback on draft applications before submission.

We cannot advise whether a specific project is likely to be successful.

We will not enter into correspondence about the merits of individual applications while assessment is underway.

All applicants will receive written notification of the outcome of their applications.