Initiative Manual

(Hereinafter also referred to as the "Manual")

ANNUAL INITIATIVES FOR 2026 EMW



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1.0 INTRODUCTION

EUROPEAN**MOBILITY**WEEK seeks to promote clean, alternative, and sustainable urban transport with the main aim being to encourage a shift in the way people commute whilst also promoting healthier options such as walking and cycling.

Proposed actions should not be limited to the timeframe of the EUROPEAN**MOBILITY**WEEK that is, between 16th and 22nd of September. The EU Commission has extended the campaign through the **MOBILITY**ACTION label to further encourage the implementation of sustainable mobility promotional actions throughout the entire year.

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 liveability in urban village cores. 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 this week to also pilot innovative sustainable and alternative mobility measures and, to gather feedback from residents on same.

Furthermore, the EUROPEAN**MOBILITY**WEEK is also an excellent opportunity for local stakeholders to work together and discuss the different aspects of sustainable mobility and air quality, find solutions to reduce car-use, parking problems and, by default transport emissions. Possibly, one can also, in the process, test new technologies and planning measures.

To assist Regional and Local Councils, Educational Institutions and Non-Government Organisations (NGOs) to be part of this EU-wide campaign, the Authority for Transport in Malta, in conjunction with the Ministry for Transport, Infrastructure and Public Works, launches annual packages namely for the initiatives to be held as part of the annual

2.0 Theme for 2026

Each year, the European Commission selects a theme which helps to further emphasize the sustainable transport actions to be promoted in European towns and cities, during that specific year. This theme for this year is reconfirmed: ***Mobility for Everyone.*** The principles in the thematic fact sheets can be found in this link https://mobilityweek.eu/campaign-resources/.

With over 70% of Europeans living in urban areas, public space has become scarce in many cities. A place where all people, transport modes and activities have sufficient space offers more social equity, more road safety, less noise, less air pollution, and a better quality of life. Therefore, sharing public space brings many benefits to society. Vulnerable road users account for 70% of urban road fatalities, so it is essential to prioritise this group when allocating public space. To encourage people to walk and cycle more often, there should be more high-quality dedicated infrastructure, and traffic rules which prioritise pedestrians and cyclists. Public authorities have the tools to implement policy and infrastructure changes that support a mindset shift to sustainable mobility. Ultimately, the cities we live in are shaped by the individual choices we make.

Mobility for Everyone is about available, accessible, affordable, safe and sustainable transport for everyone, no matter their income, location, gender or abilities. Yet, many people face barriers such as high-cost or a lack of transport options, limiting their access to jobs, education and essential services - this is known as transport poverty.

In 2026, EUROPEAN**MOBILITY**WEEK invites us to rethink every journey and ensure mobility for everyone!

1. **Design for all**

Well-designed mobility systems benefit everyone. Thoughtfully planned services, vehicles, infrastructure and communication help all users, especially those with physical, sensory or cognitive impairments.

No physical barriers: Ensure that vehicles within the mobility system are accessible for everyone. This includes public transport, ride-hailing, on-demand and shared transport. The same goes for stations, stops, mobility hubs, pavements, cycle paths and other transport infrastructure. Consider ramps, floor texture, signage, lighting, surfaces, dimensions and drainage.

Clear communication: Use simple, easy-to-understand signage, wayfinding, timetables and route planners. Avoid overly detailed signs that may be difficult for some people. Cater for people with sensory and cognitive impairments. Adopt clear, simple and consistent language and symbols.
Digitally accessible: Provide user-friendly digital tools for ticketing, journey planning and real-time information. Support users to avoid digital exclusion of certain groups of society.

Safe and secure: Improve physical infrastructure (e.g. with well-adapted lighting) and ensure digital services comply with GDPR to enhance security.

2. Diversity, affordability and reliability

A truly inclusive mobility system offers diverse, reliable, and affordable transport options for all communities.

Diversity: Provide a diverse range of transport services and modes and seamless connections to ensure accessibility. Integrate and promote fixed-route public transport, shared services, carpooling, on-demand options, walking and cycling to provide the best options for different mobility needs. Whether in dense urban areas or in remote and dispersed communities, find what suits the local context and how different mobility options can complement one another to improve availability and coverage and reduce transport poverty.

Keep it affordable: Explore, test and implement different measures to ensure equal access to mobility and reduce the economic burden on individuals and families. Boost cooperation between public authorities and mobility operators to encourage structural discounts, financial incentives, subsidies and support, mobility budgets, solidarity pricing, community bike leasing and similar schemes.

Always reliable: Provide reliable services and clear, real-time information to ensure people can choose the most efficient and sustainable travel options.

3. Involve the whole community

Mobility experiences vary across different groups. Engaging all stakeholders ensures solutions that reflect real needs.

Collaboration on new ideas: Create space and opportunity for collaboration between different sectors, where the public sector acts as a catalyst to enable and support new ideas. The Social Climate Fund supports and encourages innovative local solutions for sustainable mobility.

Local context, local needs: To foster more inclusive mobility solutions, adopt an inclusive approach to participation, consultation, co-creation and planning. Remember that neighbourhood associations, representative groups and other organised civil society and community associations are allies of public administrations and mobility operators in tackling transport poverty and mobility vulnerability.

Acceptability: Consider diverse social and cultural norms and preferences to ensure that sustainable mobility services, solutions and options are welcoming and accepted by all.

4. Regional and local

Mobility should not stop at administrative borders. Effective cooperation across different geographies ensures seamless transport for all.

Combine efforts: Seek a collaborative approach between small cities, regions and neighbouring administrations to respond to people's mobility choices. To maximise resources and solutions, explore mobility patterns, location of services and availability of services beyond the respective administrative boundaries.

Functional urban areas and beyond: Plan and manage mobility systems from a functional urban area perspective to create more robust and resilient systems. Prioritise the integration of multimodality and infrastructure to link city centres and peri-urban areas effectively. Don't forget to analyse mobility patterns beyond commuting from home to work and back, including complex patterns linked to mobility

of care, to ensure that people living in rural and small communities are included and their needs are considered.

3.0 INTRODUCTION TO the annual MOBILITYACTION and EUROPEANMOBILITYWEEK events and Activities

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

This year's budget for this initiative is one hundred thousand euros **(€100,000)** and the chosen measures must be completely implemented within twelve (12) months from the date of last signature of the respective Contractual Agreement.

Should the total cost of the approved submissions exceed the sum of one hundred thousand euros (€100,000), the funds will be allocated to each approved submission on a *prorata* basis.

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

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

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

Any and all expenses incurred by the Local Council/NGO must be evidenced by documentation that may be requested by the Authority, including invoices and/or fiscal receipts. Time limits imposed by the Authority have to be respected. Failure to do so may lead to disqualification and revocation of any grant awarded without any further notice.

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

4.0 CLARIFICATIONS

For any clarifications throughout the publication period of this Initiative, applicants are invited to contact Transport Malta on: sustainablemobility.tm@transport.gov.mt

5.0 REGULATIONS

5.1 ELIGIBLE PARTICIPANTS

The Initiative is open to Local Councils/NGO's that may participate as a single locality and/or as a consortium of Local Councils and/or in collaboration with one of the regional councils and/or an NGO. It is also possible for consortia to be formed between a number of neighboring Local Councils sharing

common borders (hence a measure may intersect with more than one Locality) or a number of NGOs sharing common interests. However, NGOs cannot submit their application without the involvement of a Lead Local Council.

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

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

To participate, individual Local Councils/NGO's and/or Regional Councils/Local Council consortium shall submit an application including all requested documentation (Refer to Section on Guidelines to the Application form and commit themselves to complete the implementation of the selected measure chosen by the EUROPEANMOBILITYWEEK Adjudication Committee within 12 months from the date of last signature of the respective Contractual Agreement.

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

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

5.2 FUNDING RULES

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

A grant may be spent by a single Local Council/NGO or shared between the various Local

Councils/NGO's participating in the same Consortium. In the latter case, the division of the budget between the different Consortium Partners is to be indicated at application stage as part of the Budget Breakdown. The Lead Partner will be the one invoicing the Authority for reimbursement.

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

5.3 PROCUREMENT ACTIVITIES

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

5.4 BUDGET BREAKDOWN AND MARKET RESEARCH

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

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

5.5 ELIGIBLE AND NON-ELIGIBLE FUNDING

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

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

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

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

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

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

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

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

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

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

5.6 DEDUCTION OF FUNDS

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

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

1. If the disseminated promotional material does not carry the correct logos;

2. If the stipulated deadlines are not respected; and
3. Nonobservance of the obligations as stipulated in the Contractual Agreement.

The application of any of the measures/remedies that may be availed of by the Authority as provided for in this Manual shall be without prejudice to the exercise of any other right or remedy enjoyed by the Authority in terms of law or of this Manual.

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

5.7 FUNDING OF THE PROPOSED MEASURE

This year's budget for this initiative is one hundred thousand euros **(€100,000)** and the chosen measures must be completely implemented within twelve (12) months from the date of last signature of the respective Contractual Agreement.

Should the total cost of the approved submissions exceed the sum of one hundred thousand euros (€100,000), the funds will be allocated to each approved submission on a *prorata* basis.

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

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

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

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

5.8 ELIGIBLE AND NON-ELIGIBLE MEASURES

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

Upgrading of public space can also be considered. However, in cases where roads or public spaces are to be re-purposed, a clear transport plan showing how traffic is to be diverted must be submitted along with the Application Form. This must be approved by the relevant department within Transport Malta preferably prior to the submission of the Application Form. If possible, the relevant approval is to be submitted as an Annex to the Application Form. The award of any grant shall not be construed as the relative department's acceptance of the said application.

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

5.9 PROVISION OF TEMPORARY SERVICES AND PILOT PROJECTS.

The MOBILITYACTION Adjudication Committee understands that the grants may not be sufficient to enable a service to be operated permanently.

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

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

6.0 EVALUATION PROCESS AND CRITERIA

6.1 EVALUATION PROCESS

The Evaluation process shall be as follows:

Every 4 weeks, until funds last and not later than 31st December 2026, the MOBILITYACTION Adjudication Committee will assess all applications received.

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

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

Following the first clarification period, proposals will be Proposals shall be evaluated against the following criteria. Proposals which exceed the **50-point** threshold shall be shortlisted.

6.2 EVALUATION AND GRADING CRITERIA

1	Are the objectives of the measure clear?	**10**
2	Are the results achievable within 12 Calendar Months?	**10**
	How relevant is the action to the increase active,	

3	alternative and use of more sustainable mobility	**10**
4	How relevant is the action to the **Mobility For Everyone** in particular pedestrianized zones in urban village cores as well as the introduction and promotion of bicycle lanes in the respective town/village	**10**
5	Is the implementation plan doable within the given timeframe?	**10**
6	Is the budget realistic?	**10**
7	Are the chosen Success Indicators relevant to the action?	**5**
8	How effective is the proposed data collection plan?	**5**
9	What is the (expected) environmental impact of the measure/ service (s) proposed?	**5**
	What is the (expected) social impact of the measure/ service(s)	

10	proposed?	**5**
11	Is the proposed measure innovative (has a similar measure been implemented in previous Initiative editions)?	**10**
12	In case of a consortium: Does the Consortium proposed add value to the measure proposed?	**10**
13	Has the Applicant already received grants in previous Initiative editions and did not implement the measures within the stipulated time frame? (If the applicant has received a grant but is submitting the proposal as part of a Consortium, this is not applicable).	**-5**
	Max Total Points	**100**

7.0 NOTES ON MEASURE IMPLEMENTATION

7.1 PROJECT TIMELINE

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

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

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

7.2 CONTRACTUAL AGREEMENT

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

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

7.3 ADVANCED PAYMENT

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

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

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

7.4 FINAL PAYMENT

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

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

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

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

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

8.0 GUIDELINES TO THE APPLICATION FORM

8.1 APPLICATION PROCEDURE

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

Local Councils/NGO's wishing to apply for this grant are invited to complete the Application Form in English, providing all details as requested. This is to be sent signed including requested documentation *(i.e. signed Implementation Schedule in the form of a Gantt Chart, signed Disbursement Schedule and all applicable documents)* via the website link provided on the official Letter sent by Local Councils Association or via email in PDF on: sustainablemobility.tm@transport.gov.mt

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

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

Address to be used:

Attn: Jeannette Axisa
Strategy and Policy Directorate
EUROPEN**MOBILITY**WEEK
Malta Transport Centre Triq il-Pantar,
Ħal-Lija LJA 2021
Malta

9.2 APPLICATION FORM NOTES

9.2.1 THE APPLICANT (APPLICATION SECTION 1)

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

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

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

9.2.2 DETAILED DESCRIPTION OF THE SUSTAINABLE MOBILITY INITIATIVES (APPLICATION SECTION 2)

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

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

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

9.2.3 DATA COLLECTION (APPLICATION SECTION 3)

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

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

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

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

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

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

9.2.4 MEASURE IMPLEMENTATION (APPLICATION SECTION 4)

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

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

9.2.5 BUDGET BREAKDOWN (APPLICATION SECTION 5)

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

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

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

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

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

9.2.6 COMMUNICATION STRATEGY (APPLICATION SECTION 6)

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

9.2.7 ADDITIONAL COMMENTS (APPLICATION SECTION 7)

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

10.0 BINDING TERMS AND DEFAULTS

10.1 BINDING TERMS

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

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

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

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

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

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

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

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

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

10.2 DEFAULTS

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

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

11.0 TEMPLATES AND ANNEXES

11.1 ANNEX 1 - TEMPLATE FOR IMPLEMENTATION SCHEDULE

The implementation Schedule must be submitted with the Application.

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

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

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

11.2 ANNEX 2 - TEMPLATE FOR THE DISBURSEMENT SCHEDULE

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

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

11.3 ANNEX 3 - DRAFT CONTRACTUAL AGREEMENT

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

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