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Promotion of Renewable Energy Sources in the Domestic Sector – PV Grant Scheme

Guidelines – Call for Proposals July 2010

In order to further encourage the use of renewable sources of energy for domestic use, the following Grant Scheme has been launched. The scheme is part financed by the European Regional Development Fund.

GRANT SCHEME

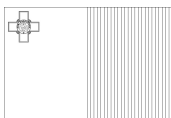
Introduction

The application for a grant is made by the Applicant as defined in these guidelines and conditions and the contractual arrangements are between the Applicant and the scheme administrator (Malta Resources Authority). The application form is divided in two parts:

- Part A concerns the application for the grant which must be filled in by the Applicant **PRIOR** to the purchase of the technology and must be accompanied by the relevant Annex I and Annex II (detailed quotation from supplier) to part A.
- Part B is the request for reimbursement which must be completed by the Applicant **AFTER** the purchase (including payment, installation and commissioning of the equipment) and must be accompanied by Annex I of Part B which has to be completed by a warranted engineer.

It is important that Applications (Part A (Application for Grant) And Part B(request for Reimbursement))are to be submitted by mail or by hand personally by the Applicant or by an adult member residing in the same household of the Applicant at MRA offices/ Gozo location during the period established in the Government Notice. Applications by retailers will not be accepted.

Part A will be processed and available funds shall be allocated, in accordance with the Government Notice.



Steps in Applying for the PV Grant Scheme

Step 1

It is important for the Applicant to read all sections of these guidelines and the conditions attached to this scheme, in detail.

Step 2

It is recommended that Applicants assess the electricity demand of the household, and determine the appropriate type and size of the system required. Lack of adequate sun exposure of the PV panels will disqualify an installation.

Step 3

It is the Applicant's responsibility to ensure compliance with MEPA guidelines and the relevant planning permission on the installation of renewable energy equipment¹ (where applicable). In case of doubt, it is advisable that an architect is consulted.

Step 4

Fill in Part A of the grant scheme application form, and submit to the Malta Resources Authority together with the required documentation by mail or personally by hand at MRA offices/ Gozo office. Note that at this stage, the application is not yet assessed much less approved. Part A of the application must be approved by the Malta Resources Authority and a grant offer sent to the Applicant **before** equipment is purchased and installed. The Applicant should note that if it transpires that a permit is required and has not been sought the grant offer may be withdrawn, and/or recovered (if already paid by MRA). MRA officials or its agents may inspect the site of installation

Step 5

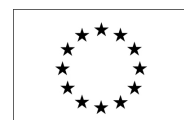
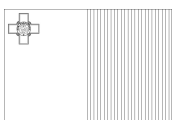
In case of acceptance

If the scheme criteria are met and the application is successful the Applicant will receive a **grant offer letter**; At this stage the Applicant may purchase and install the system. Successful applications may be published on the website. Payment for the PV technology **must be** made by bank transfer.

In case of rejection

A letter of rejection will be sent to non-compliant Applicants. The reason for rejection will be indicated on the letter. Any appeals from rejected Applicants will be assessed

¹ Available online from: www.mepa.org.mt/file.aspx?f=965



by an Appeals Committee specifically appointed to hear appeals from decisions made under this scheme. Applicants will be informed of the Appeals Committee decision.

Step 6

When the installation of the PV system has been completed, the Applicant should fill in the MRA notification form for photovoltaics and submit it to the MRA, together with Part B of the request for reimbursement form including all required documentation. The request for reimbursement form must reach the MRA within the date indicated on the grant offer letter.

Step 7

Following the receipt of Part B (Request for Reimbursement Form from the Applicant, the Malta Resources Authority will assess the request for reimbursement form and the details of the installed system against information provided in the original pre-purchase application (part A of the application).

Step 8

Payments of grant schemes will be processed after receipt of a fully and correctly completed Part B request for reimbursement including all required attachments. The grant will be paid to the Applicant by bank transfer. The MRA will use the bank details provided by the Applicant. The Applicant is responsible to ensure that the details of the bank account are correct.

Grant Scheme Conditions

1. Interpretation

In this Scheme, unless the context otherwise requires:

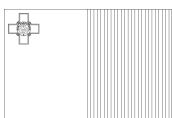
‘Applicant’ means any person, who is a resident of Malta and is 18 years of age or over on the day of application and has made an application for a grant in terms of this Scheme;

‘Authority’ and ‘MRA’ mean the Malta Resources Authority;

‘date of purchase’ means the date on the last original fiscal receipt relating to the full payment of the purchase price;

‘effective date’ means the date applications shall be accepted as indicated in the Government Notice;

‘fiscal receipt’ means a receipt as defined in the Thirteenth Schedule of Chapter 406 - the Value Added Tax Act, Act XX111 of 1998 as subsequently amended - and also includes any regulation made by the same Act;



‘application’ means an application for a grant made in such manner as required by the Authority and in terms of this scheme;

‘Malta’ means the Maltese Islands;

‘you’ or ‘your’ refers to the individual named as the Applicant in the application;

‘owner’ includes ‘joint ownership’, ‘emphyteuta’ includes ‘joint-emphyteuta’ and ‘tenant’ includes ‘joint-tenant’, and ‘emphyteuta’ includes ‘sub-emphyteuta’ and ‘tenant’ includes ‘sub-tenant’;

‘termination date’ shall mean the date applications stop to be accepted indicated on the government notice;

‘date of order’ means the date on the invoice or of the first original fiscal receipt, whichever is earlier. This date should not precede the date of launch of the scheme

2. Area of applicability

This Scheme applies to the eligible expenditure that is incurred on the purchase of an eligible technology purchased by an eligible Applicant and installed in Malta, for which an application has been made on an effective date and which application was approved (by MRA). Grants will **not** be payable in respect of technologies installed in caravans, boats, boathouses or parts of buildings not for residential use.

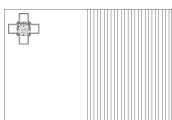
3. Eligible Applicant

This particular scheme is open only to private individuals for use on their residential properties, and for organisations that do not fall within the concept of ‘undertaking’ i.e. an undertaking carrying out an economic activity from their residential premises. For undertakings, state aid rules apply and these are subject to a separate scheme. Undertakings include landowners. Government entities and not-for-profit organisations² may apply directly for EU funds when calls are issued by the Planning and Priorities Coordination Department (PPCD).

To be eligible, an Applicant must:

- have obtained planning permission (where required) for the installation.
- Be the owner of the property OR the owner of a long leasehold interest in the property (i.e. a leasehold term with more than 5 years remaining) with all necessary consents from the owner of the property. (If you are a joint owner of the property, you are entitled to apply for a grant on behalf of the other joint owners provided they have agreed to your doing so and will comply as necessary with all of these terms and conditions.) The property must be used principally by the Applicant or his/her family for his/her/their private residential purposes. There is no entitlement for a grant if the property is used principally

² Entities such as convents which are used for purely residential purpose may apply under this scheme.



- for business purposes, including the letting of the property on a commercial basis (even if your tenants' use of the property will be residential);
- not obtain any other grants or subsidies for this system from any other schemes that include national or public funds such as Government of Malta funds or EU funds. This applies equally to the Applicant or any member of the same household.
 - install the equipment in a residential premises which premises is not used by the Applicant to carry out an economic activity or an undertaking;
 - not be applying on behalf of an undertaking and not be a landlord of the property where the system is installed;
 - allow relevant organisations involved in the implementation and control of this scheme including : MRA, representatives from the Managing Authority and (local and EU) Auditors to inspect the photovoltaic installation within my residence after due notice is given by MRA;
 - accept that the Applicant's data together with the eligible grant amount may appear on public documents;
 - connect the photovoltaic installation to the Enemalta grid and undertake proper and continued operation as well as maintenance of the same equipment; and
 - not make any arrangements with independent or governmental organisations (or groups, associations, etc.) for offers, financial or in kind, including any good or service such as gifts, white goods, other goods/ appliances, equipment, services, vouchers, group discounts or subsidies, etc.

The Applicant shall present a valid electricity bill, issued in his/her name for the premises where the technology is to be installed, where the electricity tariffs paid are denoted as residential. Other members of the same household may not apply for a grant for the same technology (i.e. photovoltaic panels).

Lack of adequate sun exposure of the PV panels may disqualify an installation since the PV would not be generating electricity.

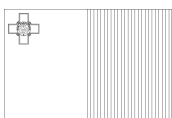
The Authority reserves the right to refuse the grant and, or take legal action to recover the amount granted with interests and any other costs incurred, in case of:

- incorrect information being stated by the Applicant in this application; or
- any condition of the scheme not being met; or
- the grant having been already given; or
- other reasons where the 'bona fide' intention of the Applicant is manifestly missing.

4. Eligible expenditure

The equipment must be fully owned and paid in full by the Applicant and cannot be encumbered or subject to any legal claims by third parties.

The expenditure to be claimed must be in respect of the purchase price as shown on the original fiscal receipt in terms of Article 51 of the VAT Act. This final price must correspond to the real expense incurred for such purchase and must be net of any



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discounts, credit notes, gifts or any other form of payment or advantage, present or future in favour of the Applicant over and above the real purchase price of the equipment.

The eligible costs are:

1. Cost of photovoltaic generation equipment;
2. Inverter: Inverters must be rated for the size of total kWp of photovoltaic modules installed. Oversized or undersized inverters will not be considered eligible costs. For this reason we will not process applications where the inverter nominal power is between 0.8 and 1.2 times the array nominal power. This is not a design guideline, and deviation should be substantiated with inverter manufacturer software; and
3. support frame, including VAT.

The ineligible costs are:

1. the cost of any extended warranty beyond the standard warranty that installers are required to provide free of charge;
2. the cost of any other materials, works or other costs such as, but not limited to, any cost of wiring, reinforcement and installation;
3. costs of permits or certification; and
4. for overseas purchases, the duty charges for local importation. The price is to be shown on the receipt/s.

The value of discounts or offers, financial or in kind³, relating to this equipment or system should be **deducted from the eligible expenditure**.

Applicants are to note that MRA has the right to reject applications in cases where both eligible and no eligible expenditure do not reflect current market prices

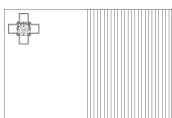
4.1 Purchases from the Local Market

Local Payments by the Applicant to the retailer would have to be made by bank transfer. The respective proof of payment would be the fiscal receipt issued according to law. The fiscal receipt as well as the original bank transfer statement from Applicant to supplier is to be submitted with Part B of the Application form. The MRA may request the Applicant to submit an itemisation of the total price shown on the receipt.

4.2 Purchases from the Foreign Market

In case of overseas purchases, the expenditure to be claimed should be in respect of the purchase price shown on the receipt. Expenditure must also be supported by the

³ Examples: any good or service such as gifts, white goods, other goods / appliances, equipment, services, vouchers, etc.



original bank transfer issued by a financial institution. In cases of payments made by electronic means, an official bank document such as a Statement of Account must be presented. The original bank transfer statement is to be submitted with Part B of the Application form.

Note: it is the responsibility of the importer in such cases, to ensure that the equipment remains in operation for at least 5 years and to ensure that the necessary guarantees or insurance cover are obtained from the supplier.

5. Eligible Technology

Grants under this call are only available in relation to the following types of micro-generation technology:-

- Solar photovoltaics, grid connected, with an installed capacity of more than 0.5kW;

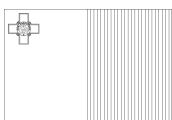
The chosen technology model and manufacturer must be registered with the MRA in accordance with Government Notice 52 of 2010. The registered list of manufacturers and models is accessible on www.mra.org.mt⁴. The product manufacturer is the company that makes the product. The model is the version of the product that has been selected for use. It is the responsibility of the Applicant to ensure that approved products are used. All photovoltaic installations must be grid connected and remain so for at least 5 years after commissioning. Prospective Applicants who intend to import systems directly are also urged to pre-register their systems themselves **PRIOR** to making any commitments.

The installed system must be compliant with applicable legislation and technical codes such as the national Network Code and Enemalta requirements. These may be found on the Enemalta site: www.enemalta.com.mt.

6. Manner of application and supporting documents

- (i) Applications under this Scheme shall be made by the Applicant in the form, set out in the Schedule to this Scheme and shall contain all the information, details and documents as required in the said form and in terms of this Scheme.
- (ii) Prospective Applicants who intend to import systems directly are also urged to pre-register their systems themselves **PRIOR** to making any commitments. Full details of the overseas retailer from whom the system is imported must be given and Part A of the application form may be sent by e-mail. The Malta Resources Authority will need to verify all overseas purchases.
- (iii) Only those applications that are found to conform to all the provisions of this Scheme shall be eligible for payment of the grant. An application shall not be deemed to have been submitted unless it is full and complete and unless it

⁴ The registered list may also be obtained from MRA offices.



contains all the information and is accompanied by all the documentation requested therein.

- (v) The MRA requires full details (entered into the relevant forms or attached as required) to assess applications and reserves the right to suspend processing of incomplete applications until all necessary details have been provided. The MRA will advise any Applicant so affected of the necessary details required to complete an application. The MRA may contact other Government Departments to verify that the information submitted in the applications is correct.

IMPORTANT NOTE: Applicants are advised not enter into a binding contractual commitment or otherwise pay out any money (including any deposit) in relation to the purchase of a technology or the carrying out of any installation work (other than certain preliminary ground or civil water works) before receiving a grant offer letter. Failure to comply with this requirement may prejudice the application and the grant, either because MRA exercises its right not to make an offer where particular requirements are not met and/or because insufficient funds are available). In such cases, the Applicant will have to pay the full cost of the technology/installation work him/herself.

7. Grant Claim Deadline

Grants are valid for six months from the date of the grant offer letter.

It is strongly recommended to confirm with the installer an installation date for the system chosen. If the installation has not been completed within the given timeframe the grant will expire and a claim cannot be made. If one is unable to commit to installing the system within the timescales outlined above, the application will not be considered as valid. Extensions of the installation period will only be considered in case of duly justified cases outside the control of the Applicant.

8. Grant payable under this Scheme

The applicable grant, unless otherwise stipulated in the Government Notice announcing this call, is as follows:

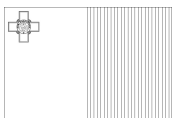
Photovoltaic systems: 50% of eligible costs⁵ up to a maximum of €3,000;

9. Payment of Grant

Once all criteria are met and an application has been approved, the application will be passed for payment and the relevant grant amount will be made by bank transfer using the bank details provided by the Applicant. The correct bank details shall be provided to the Authority by the Applicant for this purpose.

10. Duration of the Scheme

⁵ Eligible costs are the costs of the technology chosen as per section 4 of these guidelines.



Applications shall continue to be received until the termination date unless modified/terminated beforehand by means of a Notice in the Government Gazette, and may be renewed as deemed necessary. New calls under this scheme may be issued subject to availability of funds.

11. Amendments to the Scheme

The Malta Resources Authority shall have the right to make any amendments to this Scheme by a notification in the Government Gazette or to publish clarifications to the Scheme by the publication of such clarifications on its website www.mra.org.mt

12. Period of operation

The Authority is required to ensure that the funds it administers provide a certain amount of environmental benefits. For this reason, one of the conditions of the grant is that the system will remain installed and in use, and will not be modified in such a way as to degrade its performance for a period of at least five years after installation. It is the responsibility of the Applicant to ensure that this condition is met. The Applicant is required to ask the retailer to include a minimum warranty of 5 years on the system. The Malta Resources Authority or any other stakeholder involved in the managing and control of ERDF funds may, therefore, perform on-site inspections throughout this five year period to ensure that the equipment is still in operation.

The Applicant must obtain the prior authorisation of the MRA for any changes in the equipment (location and/or operation), as well as inform the MRA of any change in contact details during this period. Applicants are to inform MRA as soon as they decide to sell the property on which the PV system is installed. Transfer of ownership is only permissible in case of sale of property, in which case, the contract of sale shall specify the transfer of obligations from the Applicant to the new owner of the premises

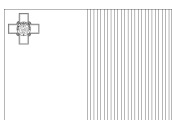
13. Guarantees of origin and feed-in fees

The owner of a system for which a grant has been paid shall not be automatically eligible to any guarantees of origin certificate or to any changes to the tariff structures for the purchase (by the distribution system operator - Enemalta) of electricity produced by the system.

14. Audit and Control

The MRA and other organisations (national and European) involved in the management, control, audit of EU funds shall have the right to verify that any grants paid by MRA under this scheme were used for the purposes intended by the same grant scheme. For this reason, the Applicant must ensure compliance with the record keeping and inspection requirements set out in the following paragraphs.

(a) Applicants must keep a record of all relevant documentation obtained in relation to the technology and its installation, including in particular any quotations and copies of invoices from relevant installer/s or any other contractors involved in the installation work. Applicants must keep these records for at least 5 years following payment of the



grant. Applicants awarded a grant must also allow authorised representatives of MRA and/or its agents and/or any organisation (national and European) involved in the management and control of the funds to inspect the equipment and make copies of these records. Appropriate notice shall be given for such visits.

(b) Applicants awarded a grant shall allow MRA and its authorised inspectors/agents as well as representatives of organisations responsible for the management and control of the European Regional Development Fund access to the property for the purposes of inspecting the technology and/or verifying whether the measures required by these terms and conditions have been put in place.

(c) Applicants awarded a grant undertake to provide such additional information and co-operation, as MRA may request monitoring energy use of the property and/or the performance of the technology. The MRA shall be entitled to use this information, amongst other things, for the purposes of publishing reports in relation to the relevant technology within the parameters of data protection legislation.

15. Publicity

Applicants should note that the grant element of this scheme is being financed by the European Regional Development Fund (ERDF) (85%) and Public Funds (15%) The names, addresses and other data, and the corresponding grant given may appear in public official documents for the purpose of management verifications and the controls of the Public (European and national) contribution to the institution.

16. Data Protection

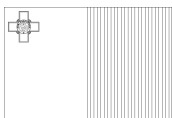
Acceptance of funding is an automatic acceptance of the individual's inclusion in the publication (electronic or otherwise) of the list of Applicants, the site and the grant allocated.

Personal information provided is protected and used in accordance with the Data Protection Act. The information shown on this application form will be used and shared by/with the Malta Resources Authority and its agents, as well as any other organisations (EU or national) involved in the management, supervision and control of public funds. The MRA may also use this information to demonstrate market transformation trends.

Applicants should also note that the Authority may check information given by the Applicant with relevant authorities and / or Government entities in Malta.

17. Compliance with legislation

Applicants are responsible to ensure that in carrying out any activities in connection with the installation and use of the technology complies with all applicable laws and regulations. This grant is subject to compliance with relevant national and EU legislation. The grant is also made to the Applicant personally and may not be transferred. The grant does not confer any rights. The MRA will not lose any right that



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it has under these terms and conditions if it does not exercise that right or delays in exercising it.

Compliance with planning permission requirements: In this context, compliance to development permission implies that the PV installation (and the building where this installation is sited) complies with a valid development permit, or is permitted development under the Development Notification Order.

18. Liability

The MRA or any other EU/national organisation cannot and does not guarantee or underwrite the performance of any technology and Applicants should ensure that the retailer and/or installer chosen by the same Applicant provides all the necessary information in relation to the warranty cover provided by the same supplier/installer.

In cases where the Applicant and/or equipment is /are deemed not to comply with any provisions set out in the scheme, the Applicant shall be obliged to either change the equipment to bring the installations within the provisions of the scheme or refund the grant. It is up to the Applicant to take legal action against the retailer/supplier who failed to provide the equipment as originally requested.

If the technology is not purchased from an authorised retailer (i.e. purchased directly from abroad) it is up to the Applicant to ensure that the technology is in operation for 5 years following commissioning. The MRA reserves the right to recover the funds it paid out if it results that this condition is not met, regardless of the source of this equipment.

Guidance notes to the application form – step by step

The Application form explained - Application form Part A

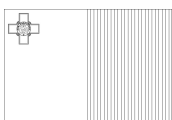
Section (i)

Applicant details: This section requires factual information about you as the Applicant. MRA will consider that the Applicant is willing to communicate by email if the Applicant provides an email address.

Section (ii)

Address where system is to be installed: This section requires detailed information on the installation address. In case there are ambiguities about the address, Applicants are advised to provide a site map with a clear indication of the installation address. This is required to ensure that the technology is installed in a local residence and to permit Malta Resources Authority and other relevant organisations (EU and national) involved in the management and control of the funds, to perform on-site inspections.

Section (iii)



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Mailing Address: This needs to be filled in if the Applicant would prefer that correspondence is mailed to a different address from the installation address given in section B.

Section (iv)

Documents accompanying application:

- Original quotation containing seller and buyer details, segregated prices indicating eligible and non-eligible costs and description of product is required to verify price and model number of technology to be purchased. Quotation has to differentiate between the eligible expenses and the non-eligible expenses.
- Photocopy of ID card is required to ensure that Applicant is a residential user.
- Photos of installation location.
- A copy of a complete electricity bill or statement of account issued by the electricity provider, or partial electricity bill plus receipt. The name of the Applicant and the service address should refer to the site where the system is to be installed. The date of issue of the electricity bill should be within the last 12 months prior to application. The Applicant may also submit a statement signed by a Water Services Corporation official confirming that an electricity account exists but a bill cannot be issued and provide details of the account holder, consumer scheme and service address.
- A copy of lease contract should be provided if and where applicable.

Section (v)

PV Technology:

System Model Number: This will define characteristics of your preferred technology. The model numbers may be found on the equipment plates or from manufacturer's technical documentation. The manufacturer is the company that designed and built the technology you intend to purchase.

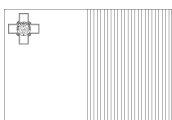
Number of modules: This is the number of PV panels/modules to be installed at the residence of the Applicant.

Wattage per module: This is the power of each individual module.

Module Manufacturer: This is the company which built the module (not the retailer or supplier).

Inverter Model and Manufacturer: These details are indicated on the rating plate of the inverter.

Electrical Output Power in kilowatt peak (kWp):



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This is the theoretical output power in kilowatt peaks of the complete PV panels when installed.

Quoted price: This refers to the eligible expenditure net of ineligible expenditure. This information is required to calculate the applicable grant amount.

Section vi

Applicant's Declaration:

Grant eligibility questions: The Applicant is responsible for checking whether the installation requires a MEPA clearance/permit. Where MEPA permit is not required, mark as not applicable.

The MRA needs to confirm that the Applicant is entitled to install the system. Failure to mark any of the grant eligibility questions may automatically disqualify the application.

The declaration must be signed to ensure that the Applicant is aware of the conditions for the grant amount and that the Applicant is accepting these conditions.

A checklist has been provided to ensure that documents submitted with your application are correct.

Annex (i)

Retailer importer's Details: This section requires factual information about the retailer to enable the Malta Resources Authority to communicate with the retailer and make the necessary checks. We will consider that the retailer is willing to communicate by email if the email address is provided to us.

Annex (ii)

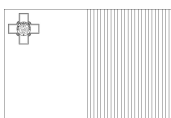
Sample Quotation Contents Format

Promotion of Renewable Sources of Energy in the Domestic Sector – Completion Form Part B Request for Reimbursement - To be filled after the installation, commissioning and payment of the equipment

Section (i)

Applicant details: This section requires factual information about you as the Applicant. MRA will consider that the Applicant is willing to communicate by email if the Applicant provides an email address.

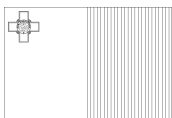
Section (ii)



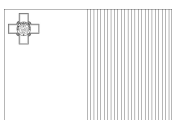
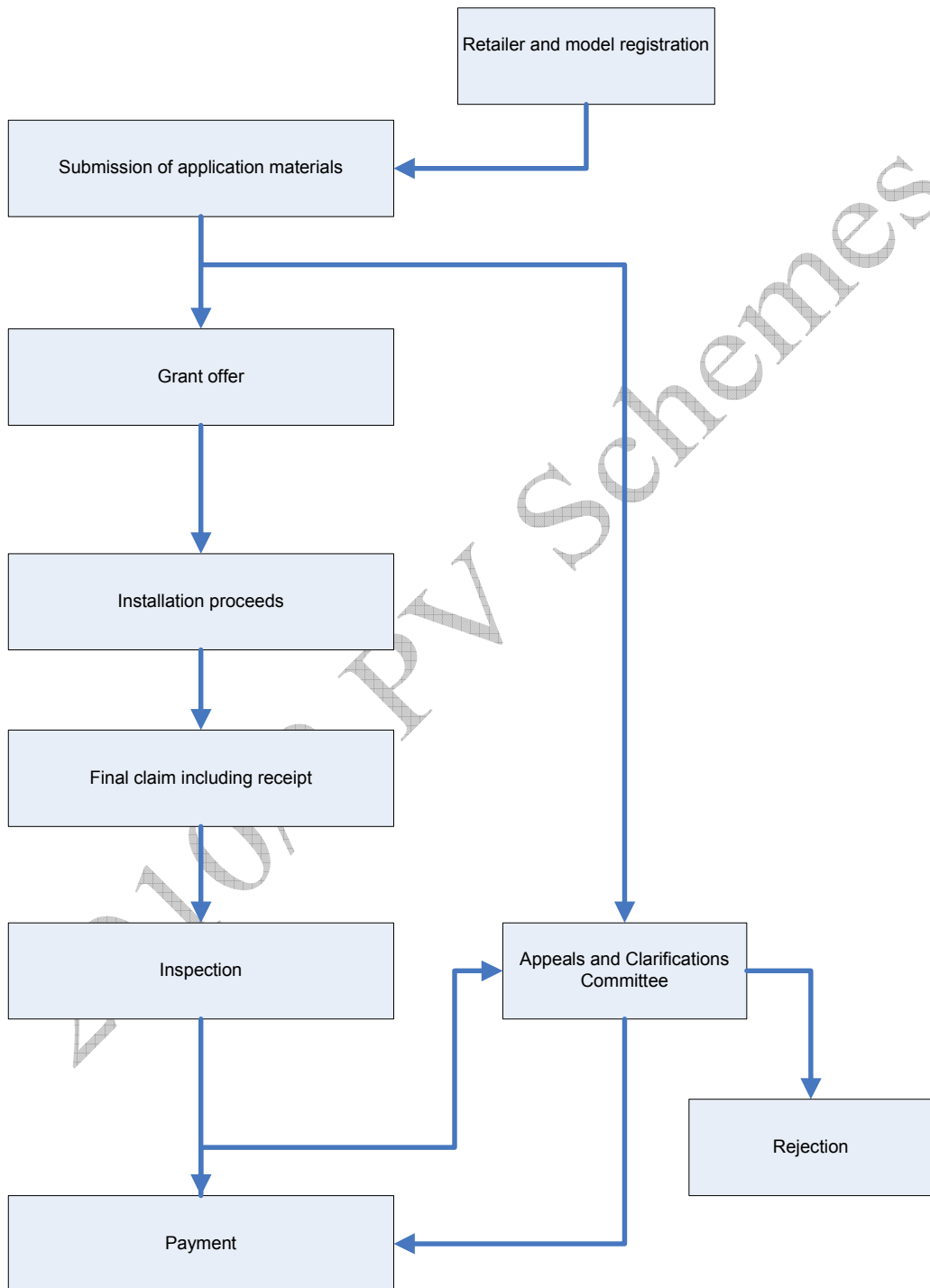
This section requires details of the bank account so that the MRA may transfer the relevant grant amount into the bank account. It is the responsibility of the Applicant to ensure that the Bank Account Details are correct:

The Applicant shall ensure that the model numbers correspond to the model numbers on the documentation sent in the pre-approval stage (application form Part A) and with those on the rating plates installed on the equipment. This form should be accompanied with the following items:

- Original fiscal receipts. In the case of computerised receipts, the original invoice should also be submitted. Receipts shall include the name of the purchaser (identical to Applicant), a short description of the goods(basic details) as well as location where the equipment was installed;
- Photographs of the rating plates clearly showing the module model number and serial number of each module of technologies installed;
- Photographs of the installation site showing the equipment installed;
- Photocopy of MEPA Permit (where required);
- Photocopy of 5 year guarantee;
- Original bank transfer statement.
- Annex – completed and signed by the Engineer installing/commissioning the equipment



Annex 1 – Flow Chart



Operational Programme I – Cohesion Policy 2007-2013
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Project part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds
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