

NOTES TO APPLICANTS REQUESTING A REVIEW OF GRANT SCHEME APPLICATION

The Review Committee and what it does

The Committee is an independent body. At each hearing, the Committee comprises a Chair and at least two Committee Members, one from the Ministry of Resources and Rural Affairs and another from the Ministry of Finance and Economic Investment and not more than one member from the Malta Resources Authority. In arriving at their decision the Committee looks at four specific areas:

- Procedures – were the procedures followed satisfactorily?
- Substantive issue – was the applicant treated fairly and reasonably by the Grant Scheme Administrators?
- Consistency – was anyone else in the same circumstances treated differently?
- Proportionality – does the situation warrant the penalty of rejection?

The remit of the Committee is not to substitute its judgement for that of the Grant Scheme Administrators.

How the review proceeds

For a request for review to be accepted it must be registered in writing.

This letter for review (which can either be sent by post, fax or e-mail) should contain as much background information about your case as is possible. If you have any documents to prove your case attach them to the letter.

Preparing your main statement

Your main statement of case should consist of the following:

1. A narrative explaining the events leading up to your request for review.
2. The reasons why you feel that the Grant Scheme Administrators were unfair to reject your application.
3. Any documentary evidence that you consider to be relevant and which you wish the Committee to consider.

When your full statement is ready you should send it to the Review Committee, Malta Resources Authority Millennia Bldg Level 2, Aldo Moro Street, Marsa together with any supporting documentation you wish the Appeals and Clarifications Committee to consider.