

20<sup>th</sup> March 2020

## **Procedure for the receipt of applications during the ongoing COVID-19 outbreak**

The Majjistral Action Group Foundation wants to inform prospective applicants that, given the evolving nature of the COVID-19 outbreak, only soft copies sent via email to [galmajjistral@gmail.com](mailto:galmajjistral@gmail.com) will be accepted; no hard copy of applications, whether submitted by mail, by hand or any other means, will be accepted until further notice.

Applications which have not successfully reached the working mailbox [galmajjistral@gmail.com](mailto:galmajjistral@gmail.com) by the close of a block deadline will not be considered as part of that batch. It remains the responsibility of the applicant to ensure that the application was successfully delivered.

Signed applications should include all required documentation as per published Guidance Notes. In the case of Local Councils, applications should be signed both by the Mayor and the Executive Secretary.

Prospective applicants are strongly advised to avoid submitting applications on the last days of the batch, in order to ensure that technical hitches of any sort do not hinder the successful receipt of applications.

Applicants are to ensure that applications are sent in one compressed zipped folder, with each documentation clearly labelled.

In case an application is submitted with missing documentation/information, a notification letter will be sent to the applicant to submit the missing documentation and/or information. Due to the COVID-19 outbreak, MAGF reserves the right to provide additional time by which missing documentation and/or information is to be received.

Original application and supporting documentation will be requested by MAGF at a later stage.

Yours Sincerely,



Mr. Gerald Vella

Manager

MAGF