



## **CALL FOR PROPOSALS** **CULTURAL PARTNERSHIP AGREEMENT**

Arts Council Malta has launched its strategy 2016-2020 and is inviting organisations to submit their interest to be partners to address two areas identified by the strategy:

Either

### **Strand 1:**

**National festivals and regular artistic events** having an international dimension in Malta and Gozo

or

### **Strand 2:**

**Organisations active in the cultural and creative sectors** addressing any of the following areas:

- Venues and spaces managed by the organisation that foster clustering and collaborations including artist-in-residency programmes;
- Specialised creative work with any of the communities identified in the strategy (children, youth, the elderly, 'hard-to-reach' groups, people with different abilities, people from different ethnic backgrounds)

The three-year partnership will provide a stable support for organisations to plan ahead, grow, develop and deliver ACM's strategic goals primarily addressing creative professionals and communities, namely to:

1. Nurture creative potential and support its development into professional activity
2. Invest in artistic excellence
3. Connect Malta to the international artistic community
4. Provide more opportunities for people to engage in creativity

Arts Council Malta will be receiving applications from existing organisations that have the potential to make a significant contribution to the priorities and ambitions highlighted above, either by proposing their regular festival/event or their organisation active in the cultural and creative sector for support.

The fund allocated to selected organisations will be covering financial years 2017, 2018 and 2019. 20% pre-financing of the agreed grant for 2017 may be transferred by the end of 2016 following signing of contract.

## **1. FUNDING**

### **Strand 1**

**Festivals and regular artistic events:** The yearly grant up to 80% of the total costs or up to a maximum of EUR 50,000 (whichever is lower). Arts Council Malta will establish a three year financing programme for beneficiaries following negotiations on the proposed budgetary plans. Arts Council Malta reserves the right to award grants to beneficiaries based on a fixed allocation every year or gradually increase or gradually decrease the awarded amount without exceeding the 80% co-funding threshold or the maximum allocation of EUR 50,000 (whichever is the lower).

### **Strand 2**

**Organisations:** This fund may cover up to 80% of the total costs up to a maximum of EUR 20,000 (whichever is lower). Arts Council Malta will establish a three year financing programme for beneficiaries following negotiations on the proposed budgetary plans. Arts Council Malta reserves the right to award grants to beneficiaries based on a fixed allocation every year or gradually increase or gradually decrease the awarded amount without exceeding the 80% co-funding threshold or the maximum allocation of EUR 20,000 (whichever is the lower).

The amount to be awarded is at the discretion of Arts Council Malta.

## **2. ELIGIBILITY TO APPLY**

The applicant needs to be a registered Voluntary Organisation with the Commissioner for Voluntary Organisations OR a registered Cooperative in which at least one key contributor is engaged as full-time equivalent in the cultural and creative sector.

### 3. SELECTION CRITERIA

1. **Relevance of the artistic programme proposed and aims of the strategy** in terms of supporting a diverse portfolio of organisations in partnership with Arts Council Malta based on the goals and actions of the Strategy2020 which address the priority areas highlighted above. **(Marks: 40%)**

#### 2. Strategic plan

Kindly attach a detailed strategic plan including the following points:

- ✓ vision, mission and main objective of the organisation
- ✓ information about governance and management structure of the organisation
- ✓ proposed artistic programme for the three years
- ✓ collaborators to implement the programme
- ✓ information about the partnerships proposed
- ✓ plans for professional development and capacity building in the organisation
- ✓ implementation timeline for deliverables and timeframes
- ✓ marketing and promotional plan of the organisation (including evidence of market research)
- ✓ budget, financial plans (including potential sources of funding, funding partners and stakeholders) and cash-flow statements demonstrating financial sustainability
- ✓ monitoring and risk assessment plans for the proposed programme **(Marks: 40%)**

#### 3. Track record

Organisations and/or individuals involved in the same organisation are expected to have a strong track record in the field to be able to evaluate the likelihood of the organisation achieving the goals set out in the application. **(Marks: 10%)**

#### 4. Clarity of presentation and application **(Marks: 10%)**

### 4. SELECTION PROCESS

Eligible applications will be assessed by an evaluation team made up of Arts Council Malta representatives.

Following a pitching session for all applicants, the evaluators will present an assessment on each of the proposals indicating the relevant rating awarded. As specified above, each criterion is allocated a number of specific marks. The Board's decision depends primarily on whether the organisation and its activities address the needs expressed by this Call for Proposals as well as on availability of the funds.

The order of classification of the applications, according to the marks allocated by the evaluators, will be published online. Only the names of the successful applicants will be published; in the case of projects which have not been awarded any funds, only their reference number will be published.

## **5. PITCHING SESSION**

The aim of the in person pitching session is to create an opportunity for applicants to further introduce the organisation/festival to the evaluators. The applications will have already been reviewed by the evaluators before the pitching session. The applicant together with key team members (maximum two other team members) should be present for the pitching session.

During the session, the team should expand on the already submitted plans with comments, latest insights and additions. There will be a question and answer time with the evaluation panel at the end of the pitch.

In this meeting you will explain further the following points:

- How the organisation or the festival/event fits into the vision of Arts Council Malta as presented in Strategy2020
- Strategic plan presented in the application (including the budget and funding sources)

## **6. CONDITIONS FOR PARTICIPATION**

- Arts Council Malta reserves the right not to consider the submitted proposal if it does not match the priorities of this call for proposals.
- All information requested in this document must be provided. Any additional materials are to be submitted together with this document.
- Application forms and all relevant supporting documents are to be submitted by not later than the 28th April 2016 (noon). Late applications will not be accepted.

## 7. ELIGIBILITY

The following are **not eligible** to submit their application:

- Organisations/Activities with a line vote as indicated in the financial estimates published by the Ministry for Finance.
- Organisations which do not have registered address in the Maltese islands.
- Activities which are not related to culture, arts and the creative industries.
- Funding for activities aimed at making a profit to be distributed among members and/or stakeholders.
- Organisations which have not honoured previous funding commitments. In the case of Voluntary Organisations, organisations which have not presented their updated accounts to the Commissioner for Voluntary Organisations.
- Organisations whose objective is fundraising or political in nature.
- Organisations, subsidiaries or parent organisations whose primary activity is providing education and training services.

### Eligible costs - Festivals

This strand may cover up to 80% of the costs related to the festival/event:

- Artists' fees/Management fees
- Rental of spaces
- Marketing of the festival/event
- Travel & Accommodation
- Contingency (no more than 10% of total costs)
- Costs related to festival showcases

### Eligible costs – Organisations

This strand may cover up to 80% of the following costs:

- Artistic fees/salaries related to the engagement of team members
- Operational costs (rental of space, utilities)
- Production costs to execute any related activities by the organisation
- Fees related to training and development of active members in the organisations
- Marketing

### **Ineligible costs**

- costs incurred before the start of the eligibility period
- return on capital
- debt and debt service charges
- provisions for losses or debts
- interest owed
- doubtful debts
- exchange losses
- costs declared by the beneficiary and covered by another grant of the Government of Malta or the European Union
- contributions in kind exceeding 5%
- expenditure deemed excessive or reckless
- refundable VAT

## **8. SUBMISSIONS**

Submissions may be carried out as follows:

- By sending an email on **applyforfunds@artscouncilmalta.org** till 12:00 (noon) of the deadline. It is essential that in the same email you include all additional supporting documents as required by these guidelines and regulations. You should also include the signature (electronic signature or scan) as indicated on the application form.

Or

- By sending a printed copy and a soft copy (to be sent via Wetransfer or on a USB) by registered post to the following address:  
Arts Council Malta  
16, Casa Scaglia,  
Mikiel Anton Vassalli Street,  
Valletta.

It is essential that the post mark indicates either the deadline or a date before the deadline.

Or

- By submitting a printed copy and a soft copy (to be sent via Wetransfer or on a USB) of the application form by hand at:  
Arts Council Malta  
16, Casa Scaglia,  
Mikiel Anton Vassalli Street,  
Valletta.

Application forms may be submitted between Monday and Friday from 09:00 till 16:30. On the deadline, application forms will be accepted till noon (12:00). **Late applications will not be accepted.**

All application forms are to be signed prior to submission. By doing this, applicants are accepting the conditions of the fund as explained in this expression of interest and in the application form. Application forms which are not signed will not be accepted.

It is the applicant's responsibility to present a complete application form as explained in these guidelines and regulations. Only completed applications will be examined in the next phase and rated according to the specified selection criteria, with a final score calculated.

Application packages are not returned at the end of the selection procedure.

## **9. MANDATORY DOCUMENTATION**

The application package should include the following:

- A copy of the application form signed by the legal representative/s of the organisation
- A detailed strategic plan
- Detailed income-expenditure budget for year 1 accompanied by budget plans and forecasts covering the three years
- A copy of the accounts presented to the Commissioner for Voluntary Organisations, as per obligation as a Voluntary Organisation
- Current Organisation Statute

### **Supporting documents**

It is very important to, **where possible**, present relevant supporting documents such as email exchanges, official documentation confirming points listed in the application together with quotes and past invoices justifying figures in the budget.

## **10. IMPLEMENTATION AND MONITORING**

Result notifications will be sent on **26th May 2016**. If the application is approved and funded, beneficiaries will be requested to sign a contract specifying the conditions of the fund at Arts Council Malta. When accepting the grant, applicants accept that their name, the title and the amount awarded can be published by Arts Council Malta. Approved applications are subject to discussion with Arts Council Malta and finalisation of a detailed

funding agreement which may include specific conditions and which will also determine payment procedures for that specific funded application.

The beneficiaries must use the fund's logo on all related material and specify that the project was supported by the Cultural Partnership Agreement in all marketing, PR and printed material. The grant received must be used solely for the purpose for which it was awarded, in line with the submitted proposal and the contract.

Beneficiaries must notify Arts Council Malta immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received. Arts Council Malta reserves the right to revise or withhold the final payment if the change in the project is not considered to be in line with the initial proposal, or if the Council is not informed of the changes within a reasonable time. If the need may be the Arts Council Malta can also commence proceedings to recoup all funds already provided in the grant.

Arts Council Malta reserves the right to send representatives for monitoring purposes during the funded years. During these on site spot checks photographic evidence may be taken and interviews carried out. In addition successful applicants are to participate as necessary in the promotion of the fund through exposure of their success story as deemed appropriate by the ACM. All beneficiaries will be required to undergo obligatory cultural management training offered by Arts Council Malta.

All beneficiaries will be required to submit regular reports providing general or specific updates, as required.

Arts Council Malta reserves the right to revise the payment procedures and overall budgeting if there are changes in the allocation by the central.

## **11. CLARIFICATIONS AND ADDITIONAL INFORMATION**

Any request for clarifications are to be sent by email on [fundinfo@artscouncilmalta.org](mailto:fundinfo@artscouncilmalta.org). Interested candidates may ask for a one-to-one brokerage session with a member from the Funding & Brokerage team to clarify further issues. All sessions will be minuted and clarifications will be regularly published on the Arts Council Malta website.

Requests for clarification may be sent **till the 21st April 2016**.



## **12. COMPLAINTS**

Filing a complaint will not affect the chances of receiving support from Arts Council Malta in the future. All complaints will be treated with confidentiality.

### **Grounds for complaints**

Applicants can make a complaint regarding procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these guidelines and regulations. Complaints cannot be made concerning:

The Arts Council Malta's or Government's policies and procedures;

The merits of the application in terms of the criteria are stipulated in these guidelines and regulations. Only applicants may file complaints, and complaints have to be in relation to the project which they have submitted.

### **Filing a complaint**

Complaints must be made in writing and must be as clear as possible. The complaint must state the grounds and the reasons for the complaint, providing a detailed explanation and justification supported by relevant documentation or testimonials as to why the complainant deems that irregularities were committed in the procedure/s stipulated in these guidelines and regulations or in standard good governance rules and regulations governing the public sector. The decision at the end of the complaint process shall be final. Complaints need to be made to Arts Council Malta within five (5) working days of receipt of the funding decision. You will receive a reply to the complaint within ten (10) working days.

In case you are not satisfied with the reply, Arts Council Malta will convene a Board that will discuss your complaint further. If you approach our complaints procedure, then you are accepting that we can use information about your project to address the complaint and you are also accepting that the decision of the Board will be final and binding whatever the decision.

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