

# Arts Education Scheme for Further and Higher Education

**Guidelines and Regulations 2022**



ISSUED: JULY 2022

## ALLOCATIONS

<b>SESSION BUDGET</b>	<b>MAXIMUM ELIGIBLE AMOUNT PER PROJECT</b>
<b>EUR 75,000</b>	<b>EUR 8,000</b>

<b>CO-FUNDING</b>	<b>DISBURSEMENT</b>
The fund may cover up to 100% of total project costs	70% upon signing of grant agreement 30% following approval of final report

## TIMEFRAMES

<b>DEADLINE</b>	<b>RESULTS</b>	<b>ELIGIBLE TIMEFRAME</b>
6th September 2022	3rd November 2022	4th December 2022 – 4th December 2023

# 1. Introduction

The Arts Education Scheme for Further and Higher Education is one of Arts Council's Malta tools to sustain and support the recovery of the cultural and creative ecology, with a focus on arts education. The scheme will support Maltese and Malta-based arts education institutions in providing a high standard and forward-looking education in the arts and creativity. These grants will finance further and higher education providers to support standards-based arts education by investing in the wider engagement and professionalisation of the sector, together with the wider application of creativity and the arts in formal and non-formal education.

The scheme strives to transform the challenges resulting from the global pandemic into an opportunity for growth and reflection while maintaining and strengthening the positive effects achieved by Arts Council Malta's schemes during the past years. The scheme is also in line with Arts Council Malta's objective of advocating for a broader inclusion of creativity and the arts within formal and non-formal education so as to further strengthen twenty-first century education and skills.

The scheme focuses on projects aimed at capacity building and the investment in resources and initiatives aimed towards the regeneration and growth of arts education. The scheme also focuses on transdisciplinary and cross-sectoral collaborations aimed at the sharing of knowledge, resources, and expertise. Projects may include, but are not limited to, research and investment in teaching pedagogies; investment in innovative hybrid or online training tools; student-based participatory research; creative participatory projects; collaborations between arts education organisations and enterprises and teachers within formal education, museums, and environmental or social non-governmental organisations.

The objectives of the scheme are:

- To support the research and implementation of arts education pedagogies, including the consideration of the developing challenges brought about by the COVID-19 pandemic;
- To encourage the investment in resources to support arts education pedagogies and practice in relation with an artistic project;
- To encourage and facilitate the exchange of knowledge between private education organisations, independent artists, organisations, and arts educators engaged within formal educational institutions;
- To encourage and facilitate interdisciplinary projects using the arts and creativity, and foster a school community approach which values student creativity;
- To support initiatives aimed at widening the engagement of students, young people, and adults enrolled in arts education.

## 2. Definitions

Activities falling within the cultural and creative sector:

1. Arts (literature, visual arts, music, performing arts, interdisciplinary)
2. Creative Business Services (design, architecture, cultural tourism, cultural services)
3. Heritage (crafts, traditional festivals and celebrations, cultural sites, antiques)
4. Media (publishing and printed material, audiovisuals, including film and video production, film servicing, television, video games, radio, online media).

Applicant

- An applicant may be an educational institution providing Further and/or Higher Arts Education and who is licenced by the Malta Further and Higher Education Authority (MFHEA). Applicants cannot be employees of Arts Council Malta or involved in the management of the *Arts Education Scheme*.

Application

- An application is a submission, inclusive of all mandatory documents and any annexes to the application form made by an eligible applicant.

Beneficiary

- The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Scheme.

Creative professionals

- All artistic and creative individuals professionally active in the cultural and creative sectors. The proposed creative practitioner/s must not be a full-time employee of the applicant school or entity collaborating in the proposed project.

Eligibility

- Applications will first be screened in terms of technical and artistic eligibility by the Fund administrators and managers. Proposals which are not considered eligible in terms of the set criteria will not be processed further and will not undergo evaluation.

Evaluators

- Arts Council Malta appoints a team of external sectorial experts for each call within this scheme; the appointed board may be composed of local or foreign professionals.

Evaluation

- Applications deemed compliant and eligible are evaluated against the criteria established in these guidelines by the appointed evaluators.

Further arts education institutions

- Institutions that provide non-compulsory formal, non-formal, and informal learning leading students to obtain a national qualification, classified up to and including level 4 of the Malta Qualifications Framework, or a foreign qualification at a comparable level.

Formal education

- Formal education includes primary, lower and upper secondary, post-secondary and tertiary education, leading to a recognised certification, degree, diploma, or professional qualifications.



#### Higher arts education institutions

- Institutions that provide non-compulsory formal, non-formal, and informal learning or research leading students to obtain a national qualification classified at level 5 of the Malta Qualifications Framework or higher, or a foreign qualification at a comparable level.

#### Management and administration

- Arts Council Malta is responsible for the management of this scheme. All official correspondence, including the online submission of applications, must be sent to the address indicated in these guidelines.

#### Mandatory documentation

- Any document(s) needed to support your proposal and aiding the evaluation of your project (eg. track records, portfolios, artistic CVs, official correspondence confirming rental of space, permits, or other).

#### Maximum funding

- There is a ceiling amount of €8,000 per project to be allocated. This will be decided on a case-by-case basis depending on the project.

#### Non-formal education

- Non-formal education encompasses any formation programmes occurring outside the structured curriculum. This can occur within formal education institutions such as schools or other institutions such as museums.

#### Public cultural organisations

- Public cultural entities falling under the remit of Arts Council Malta, which include Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, Valletta Cultural Agency, Malta International Contemporary Arts Space, Festivals Malta, Teatru Malta, Kor Malta, and ŻfinMalta.

#### Single undertaking

- Includes all enterprises having at least one of the following relationships with each other:
  - a. One enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
  - b. One enterprise has the right to appoint or remove a majority of the members of the administrative, management, or supervisory body of another enterprise;
  - c. One enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
  - d. One enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) above through one or more other enterprises will be considered to be a single undertaking.

#### Undertaking

- An undertaking is defined as an entity engaged in an economic activity within the meaning of Article 107 TFEU (i.e. any activity consisting in offering goods and services on a market), regardless of its legal status and the way in which it is financed. The classification of a particular

entity as an undertaking depends entirely on the nature of its activities. The application of the State Aid rules does not depend on whether the entity is set up to generate profits. Non-profit entities can also offer goods and services on a market. Where this is not the case, non-profit entities remain outside the scope of State Aid. Furthermore, the classification of an entity as an undertaking is always relative to a specific activity. An entity that carries out both economic and non-economic activities is to be regarded as an undertaking only with regard to the former.

## 3. Eligibility

Projects will first be screened in terms of eligibility. Ineligible proposals in terms of the points below will not be processed further and will not undergo evaluation.

**Maximum eligible timeframe to implement the project:** 12 months.

### 3.1 Who can apply?

The grant is open to undertakings that carry out an economic activity within the meaning of Article 107 TFEU (for which assistance will be granted in line with the *de minimis* regulation), as well as those applicants that do not carry out an economic activity within the meaning of Article 107 TFEU [kindly refer to Section 9 of these guidelines for additional information].

Furthermore, applicants must qualify as:

An educational institution providing Further and/or Higher Arts Education and who is licenced by the MFHEA.

Legal representatives of applicants must be Maltese citizens; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of a Maltese passport. Applicants must be active in formal or non-formal education in one or more creative fields as defined in Section 2.

### 3.2 Who cannot apply?

- Applicants whose profile is not verified due to it being an incomplete profile for not having the below mandatory documents:
  - A copy of the legal representative's Maltese ID card (including the front and back side), or Maltese residence permit, or Maltese citizenship certificate, or Maltese passport
- Applicants who do not qualify under the definition of applicant for this specific scheme;
- Beneficiaries who have not honoured previous funding commitments;
- Organisations receiving local public funds through established government line-votes, However, an exception is made for educational institutions providing Further and/or Higher Arts Education and who are licenced by the MFHEA.

### 3.3 What costs can be covered<sup>1</sup>

This grant may cover up to 100% of the following costs (up to a maximum of €8,000 per project, whichever is the lowest).

- Artistic fees;
- Contingency, not exceeding 10% of the total cost;
- Digital initiatives including but not limited to subscription to software, service providers, and creation of online resources;
- Fees related to training and professional development;
- Health and safety measures;
- Hire/purchase of equipment (purchase of equipment will only be considered if deemed necessary to the project);
- Indirect costs, not exceeding 5% of the total cost (Examples – Servicing: electricity, water, insurance, cleaning; telephone/fax/Internet connections; postage and mailing; paper, ink/cartridge, stationery, etc.);
- Insurance;
- Marketing, PR, and communications (not exceeding 10% of project total, these may include but are not limited to photography and videography which may be used for the young artists' portfolio);
- Other fees directly related to project implementation (including but not limited to legal, service providers, participation fees, linguistic fees etc.);
- Project management (including but not limited to administration, coordination and/or development);
- Rental of spaces;
- Standard accommodation (excluding long-term rental or part of);
- Travel (economy class), including but not limited to: public transport, air travel, car/vehicle rental);
- Travel VISA.

For more information about presenting your budget, refer to our General Budget Guidelines available on: <https://www.artscouncilmalta.org/pages/funds-opportunities/schemes-2022/general-budget-guidelines/>.

### 3.4 What costs cannot be covered?

- Costs already covered by public cultural organisations, or another public funding programme managed or co-managed by Arts Council Malta or other public agency, government department or ministry;
- Costs which are already covered through usual operational budgets (space which is owned by the applicant or the partner/supporting organisation/individual);
- Fees for services provided by public cultural organisations or other public agency, government department or ministry;

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<sup>1</sup> All costs will be considered only if these resources are not already covered/cannot be covered by the applicants or supporting/partner organisations.

- Funding for the creation or upholding of contests, bursaries, prizes, or scholarships;
- Recoverable VAT, where applicable;
- Reimbursement of salaries or part of;
- Retroactive costs;
- Subsistence, per diems, catering, and hospitality.

### 3.5 What applications are not eligible?

- Activities receiving local public funds through established government line-votes;
- Activities that are not related to culture, arts, and the creative industries;
- Activities whose objective is fundraising or political propaganda;
- Applications for funding the creation or upholding of contests, bursaries, prizes, or scholarships;
- Applications submitted after noon (12:00) of the respective day of deadline;
- Applications submitted by public entities with or without a line vote. However, an exception is made for educational institutions providing Further and/or Higher Arts Education and who are licenced by the MFHEA;
- Events held on a regular basis, including annual projects, annual festivals, school/annual shows, regular training programmes, prize days, publications, art and craft exhibitions, etc. However, yearly projects may be used as platforms to present the work developed through the scheme;
- Incomplete applications as explained under 'section 5.1 – Checklist' of these guidelines;
- Individual modules credited as part of an education course or research as part of established academic programmes;
- Projects that would have already taken place before the result is notified to applicant(s);
- Projects whose duration does not fall within the eligible timeframe;
- School visits abroad, unless the institution makes a strong case that these are an essential part of the project;
- Student exchanges;
- Training programmes required to renew professional licenses or accreditations.

Any other activity which may be developed outside the scope of the *Arts Education Scheme for Further and Higher Education* is not eligible for support.

Applicants can submit more than one application under the same call, however, only one of the applications can be funded per session.

## 4. Evaluation

The Evaluation Board will base its decision upon the following criteria:

### 4.1 Criterion 1: Concept (40 marks)

This criterion considers the concept idea(s) of the proposal, the collaborators involved, the relevance of the concept, as well as the contribution towards the beneficiary, collaborators, and participants:

- What are the concept, objectives, and projected outcomes of the project? How strong is the conceptual plan for the proposed project? (10 marks)

- How does this project push new boundaries and contribute to developing new knowledge and expertise within the field of arts education? (10 marks)
- How does the project create spaces for creativity, dialogue, sharing of knowledge and practice? If any, how strong are the collaborations proposed within the project? Do they provide additional knowledge and value to the project? (15 marks)
- How does your project relate to Arts Council Malta's long-term vision and mission? (5 marks)

#### 4.2 Criterion 2: Project Management (20 marks)

This criterion considers the level of commitment and preparation prior to the proposal as well as the proposed plan to deliver and achieve the aims targeted.

- Does the application present a detailed plan of action with clearly identifiable goals? (5 marks)
- How realistic are the timeframes proposed? (5 marks)
- Are there any collaborators involved with the projects and are the roles of these collaborators clearly defined? Are there clear channels of communication amongst all involved in the project? (5 marks)
- Do the applicants and collaborators (if any) have a suitable track record in terms of managing projects of a similar nature? (5 marks)

#### 4.3 Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement and the development of established and new audiences. Engagement refers to the role, the nature of involvement, and the experience offered to the audience.

- Does the project present a realistic plan for the active engagement of its target participants, partners, and audience? (10 marks)
- Will the outcomes of this project be shared in a clear and transparent manner? (5 marks)
- How do you intend to document the project process and disseminate the information about the project? (5 marks)

#### 4.4 Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented budget plan is.

- Please provide a clear budget breakdown including expenses directly related to the proposed project. Kindly explain the rationale for the expenses of the project (20 marks).

## 5. Submitting the application

Follow these steps to apply:

1. Read these guidelines and regulations very carefully.
2. Check whether your proposed idea can be addressed by this scheme.
3. Press the [link](#) that will take you to the online application system.
4. Create your profile with Arts Council Malta by clicking on Register and filling in the details.

5. From the open calls section, select the online application for the scheme you intend to apply to.
6. Follow the instructions step by step. Fill in all the required information from the online application, including the budget, and attach the supporting documentation.
7. Submit the application. You will receive an automatic acknowledgement by the system. If you do not receive such a notification, contact us on [applyforfunds@artscouncil.mt](mailto:applyforfunds@artscouncil.mt).

In case of difficulty, or if you would like to consult us regarding this fund, you can call us on 2334 7230, Monday to Friday between 09:00 and 16:00, or email us on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

It is your responsibility to present a complete application form as explained in these guidelines and regulations. If you do not present all the necessary information and documentation, your application will not be processed and evaluated.

Prior to the application deadline, Arts Council Malta representatives will not be checking your application forms. It is solely at the Arts Council Malta's discretion to request that applicants provide any missing mandatory documentation following the call deadline.

Upon the submission of the application, applicants accept that, should the application be awarded funding, the name, the project title, and the amount awarded can be published by Arts Council Malta.

A decision on funding will be made on the strength of the submitted information, and supporting documents.

Applications handed in after 12.00 (noon) of the respective deadline cannot be accepted.

## 5.1 Checklist

- A copy of the valid licence certificate to further and/or higher arts education institutions provided by MFHEA;
- A copy of the VAT certificate of registration;
- Applicant biography/artistic CV to be included in the applicant profile;
- Audiovisuals/portfolio showing the applicant's work as relevant to the proposal (audiovisuals up to 5MB may be uploaded directly in the application form. In the case of larger files, these may be provided as a link);
- Letters of intent from collaborators, partners, and potential venues;
- Proof of the institution's legal registration, if applicable;
- Protection of minor clearances, where applicable. If not available upon application, the police conduct of the applicant's legal representative will suffice. The POMA clearance must be submitted prior to the implementation of the project;
- Quotations and supporting material, if available.

## 6. Evaluation process

This fund is competitive and will be evaluated according to the established criteria.

As specified above, each criterion is allocated a number of specific marks. In order to be considered for funding, projects have to obtain an average of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the quality of the submitted proposals and on the availability of the funds. Therefore, obtaining 60 marks or more does not automatically mean that you will be awarded the funds. The Evaluation Board may decide not to allocate the total funds available for a particular call if the proposed projects do not reach the required level in terms of the fund criteria.

Eligible applications will be assessed by an evaluation team selected by the Council on the basis of their professional experience. Arts Council Malta will select evaluators based on their independent and professional experience. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded.

### 6.1 Communication of results

On the day indicated on page 2, you will receive your result notification from Arts Council Malta. Together with the covering letter, we will also attach a copy of the evaluation form indicating the reasons and marks leading to the Evaluation Board's decision according to the fund criteria.

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

If you have any difficulties concerning your results, you may email us on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt) within five (5) days of receiving your funding decision.

No information on the evaluation process will be released before the official result notification. Any form of soliciting will automatically disqualify an application.

All information received by the fund executive, fund manager, and evaluators will be considered confidential both during and after the evaluation process. Provisions on data protection and confidentiality for successful projects will be included in the grant agreement.

## 7. Project implementation and monitoring

Beneficiaries must provide full documentation to support the application and budget plan within 30 days from receipt of the notification letter. The Council will accept a variation of up to 5% from the proposed total cost. The contingency indicated in the budget plan will support any variations from the proposed total cost. Under no circumstances will the Council be in a position to increase the grant awarded.

Upon provision and approval of the above mandatory documentation, a contract specifying the conditions of the fund will be signed. The grant may only be awarded upon completion of the above process within the established timeframe.

70% of the total amount allocated by the Evaluation Board will be processed after the signing of the contract. The remaining 30% will be disbursed after the submission of the final report by the beneficiary, following approval by Arts Council Malta.

The beneficiaries must use the Arts Council's logo on all related material and specify that the project was supported by the grant as follows: **Supported by Arts Council Malta**, 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.

Beneficiaries must make themselves available for visits and communication with Arts Council Malta representatives for monitoring purposes both during the implementation of the project as well as after its completion.

Arts Council Malta also reserves the right to revise the final payment if the total expenditure is less than that estimated in the application form.

## 7.1 Report

At the end of your project, you will be required to submit a detailed report highlighting the work carried out and the project achievements by not later than six (6) weeks after your project is concluded. Arts Council Malta will provide a template for your report. If relevant, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project together with this report. Beneficiaries will also be requested to submit evidence of the research process, which includes visual documentation, blogs, and other forms of documentation.

You will also be required to present a final updated budget together with all supporting documents.

Arts Council Malta retains the right to make use of submitted project material.

Arts Council Malta retains the right to recover funds in case these are not being used and/or are misused and/or are not used according to the submitted budget.

## 8. Complaints procedure

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

### 8.1 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's or the government's policies and procedures;
- The merits of the application in terms of the criteria stipulated in these guidelines and regulations.

Only applicants may file complaints concerning their project.

### 8.2 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 will be final. Complaints need to be made to the Director of Funding and Strategy, Arts Council Malta within five (5) working days of receipt of your funding decision. You will normally receive a reply to your 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. The decision of the board is final.

## 9. Applicability of State Aid rules

### 9.1 State Aid rules applicable for undertakings that carry out an economic activity within the meaning of Article 107 TFEU

The State Aid scheme will be implemented in line with the provisions of Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid, OJ L 352/1 of 24 December 2013, as amended by Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, OJ L 215/3 of 7 July 2020.

This regulation applies to aid granted to undertakings in all sectors, with the exception of:

- a) aid granted to undertakings active in the fishery and aquaculture sector, as covered by Council Regulation (EC) No 104/2000;
- b) aid granted to undertakings active in the primary production of agricultural products;
- c) aid granted to undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
  - i. where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;
  - ii. where the aid is conditional on being partly or entirely passed on to primary producers;
- d) aid to export-related activities towards third countries or member states, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network, or to other current expenditure linked to the export activity;
- e) aid contingent upon the use of domestic over imported goods.

The total amount of *de minimis* aid granted to a single undertaking will not exceed the amount of €200,000 over any period of three consecutive fiscal years.

This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State Aid granted under this aid scheme and any other State Aid measure granted under the *de minimis* rule, including that received from any entity other than Arts Council Malta. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The rules on cumulation of aid as outlined in Article 5 of the *de minimis* regulation will be respected.

Applicants are to submit a *de minimis* declaration indicating any other *de minimis* aid received or applied for during the previous two fiscal years and the current fiscal year. This will ensure that the total amount of *de minimis* aid granted to a single undertaking under the *de minimis* rule will not exceed the applicable *de minimis* threshold over three fiscal years.

Should a successful applicant not be eligible to receive *de minimis* aid, the said applicant will be deemed ineligible and the next ranked applicant will be awarded.

In line with the *de minimis* State Aid Regulation, records regarding *de minimis* aid will be maintained for 10 years from the date on which the last individual aid is granted under the scheme.

## 9.2 Applicants and applications that do not carry out an economic activity within the meaning of Article 107 TFEU

Applicants and applications that do not carry out an economic activity within the meaning of Article 107 TFEU may also apply for the scheme. The rules outlined in section 9.1 are not applicable in the case of such applicants and applications.



## Need advice?

ACM offers pre-submission consultation services to help secure support for your project. We are there every step of the way. We can help you determine whether the core concept and profile of your project are in line with the targeted support mechanism, and provide feedback on the way you plan to present your project. Plan ahead and get in touch with us at least two weeks before the submission deadline to make the best of our services.

You are welcome to call us on 2334 7230, on weekdays, between 09:00 and 16:00, or to send us an email on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

**Guidelines updated on 24th June 2022**