



Travel / Touring / Translation

Strand 1: **Travel Grants**
Guidelines and Regulations

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Deadlines in 2019	Result notification	Project implementation	Project duration
24 th January 2019	12 th February 2019	13 th February 2019 13 th February 2020	Up till 8 months
17 th May 2019	12 th June 2019	13 th June 2019 13 th June 2020	Up till 8 months
29 th July 2019	13 th August 2019	14 th August 2019 14 th August 2020	Up till 8 months
22 nd November 2019	09 th December 2019	10 th December 2019 10 th December 2020	Up till 8 months

Maximum grant	Session budget
€1,850	€15,000

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Follow these steps to apply

1. If you have not done so already, create your profile with Arts Council Malta by clicking on Register and filling in the details.
2. Read these guidelines and regulations very carefully.
3. Check whether your proposed idea can be addressed by this fund.
4. Click on the 'Apply for the fund' button on the fund's page and start the online application process.
5. Follow the online application step by step. Fill in all the required information from the online application including the budget and attach the supporting documentation.
6. Submit the application. You should be receiving an automatic acknowledgement by the system. If you do not receive such a notification, contact us on applyforfunds@artscouncilmalta.org.

In case of difficulty, or if you would like to consult us regarding this fund, you can call us on 2339 7020 Monday to Friday between 09:00 and 16:00, or email us on fundinfo@artscouncilmalta.org.

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, then your application will not be processed and evaluated.

Late applications will not be accepted.

Definitions

Applicant

Applicant is the individual applying for the grant or the legal representative of the organization applying for the grant.

Application

The application and the Submission is now online so fill your online application with all mandatory documents.

Beneficiary

The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Cultural Export Fund.

Eligibility

Applications will first be screened in terms of eligibility. Proposals which are not considered eligible in terms of the set criteria shall not be processed further and shall not undergo evaluation.

Evaluator

Arts Council Malta shall appoint an evaluation team for each call.

Group

A number of persons with or without legal personality may form a group. One of the persons involved must take the leading role and have the main legal responsibility for managing the project and the grant. This person must be a Maltese citizen or be in possession of a Maltese residence permit or of a Maltese citizenship certificate or of a Maltese-passport.

Individual

Individuals applying for a grant must be Maltese citizens or be in possession of a Maltese residence permit or of a Maltese citizenship certificate or of a Maltese passport.

Travel Grants

Short-term travel grants supporting the mobility of Maltese or Malta-based artists to platforms such as residencies, short-term exploration activities, participation in festivals, conferences, fairs, showcases, partner search for exchanges and collaboration and networking sessions.

STRAND 1

Travel Grants

1. What are Travel Grants?

Travel Grants form part of Arts Council Malta's internationalisation strategy for the culture and creative sectors. The grants address the outgoing mobility of artists and cultural operators for one or more of the following reasons:

- ▶ Artists'/writers'/performers' residencies;
- ▶ "Go-see" or short-term exploration activities, including meetings with international agents, producers, curators, publishers, artistic directors or festival managers;
- ▶ Participation in festivals, exhibitions, showcases, networking sessions, conferences and fairs;
- ▶ Partner search for exchanges and collaboration;

2. What are the objectives of the grant?

Travel Grants aim to support the mobility of artists and cultural operators to showcase and to expose their works to international audiences and to receive international feedback, to explore, to develop skills, to build networks, and to engage in international collaborations.

3. What will Travel Grants support?

The Grant will support 100% of the costs to implement the mobility project. These may include any of the following:

- ▶ Travel (Economy class);
- ▶ Standard accommodation;
- ▶ Participation fees (for festivals, conferences or networking sessions);
- ▶ Insurance and Visa;
- ▶ Freight.

An additional EUR 1,000 may be allocated for travel support and assistance to disabled artists.

Each application will be assessed individually on the basis of the criteria of the Grant.

The budget must also include amounts relating to secured, unsecured and other planned revenues derived through cultural mobility. The unsecured amount requested from the fund must be quantified and allocated as the 'Amount Requested' from the fund. You may request up to 100% of the costs related to your mobility project.

NB Every budget must include both income and expenditure.

Kindly refer to the budget template in the application form.

Official documentation in support of the budget

In order to support your proposal, provide copies of any relevant quotations that can give an indication of estimated costs. Whenever quotations cannot be supplied, you may attach a breakdown of estimated costs based on standard expenditure for mobility projects.

Other sources of funding and sponsorships (including sponsorships in kind) must be supported by relevant documentation.

4. Mandatory documentation

It is essential that before you initiate the application process, you create a profile with Arts Council Malta. The documents requested throughout the registration and application process are mandatory – the system will not allow you to proceed to the next screen if these are not uploaded. Omission to present any of these documents will render the application **ineligible**:

1. A complete online application form together with relevant supporting documents, including invoices and quotes to substantiate each item of the budget
2. A copy of the applicant's Maltese ID card (both sides of ID Card included) or your Maltese residence permit or your Maltese citizenship certificate or your Maltese passport (required at registration stage)

Kindly note that it is your responsibility to submit all the necessary documentation, as outlined above, before the indicated deadline.

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

A decision on funding will be made on the strength of the submitted information.

5. Eligibility

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

Eligible

▶ Mobility

Outgoing mobility covering one or more of the following:

- Artists'/writers/ performers' residencies;
- "Go-see" or short-term exploration activities, including meetings with international agents, producers, curators, publishers, artistic directors or festival managers;
- Participation in festivals, exhibitions, showcases, networking sessions, conferences and fairs;
- Partner search for exchanges and collaboration;

▶ Timeframe

Artistic mobility of up to a maximum of eight (8) months.

▶ Costs

100% of eligible costs not exceeding EUR 1,850. Eligible costs are:

- Travel (Economy class);
- Standard accommodation;
- Participation fees (for festivals, conferences, exhibitions or networking sessions);
- Insurance and Visa;
- Freight.

An additional EUR 1,000 may be allocated for travel support and assistance to disabled artists.

Ineligible

- ▶ Mobility which is not directly related to the arts;
- ▶ Mobility of a self-sustainable nature;
- ▶ Per diems;
- ▶ Mobility costs for chaperones¹;
- ▶ Incoming mobility;
- ▶ Mobility around the Maltese archipelago;
- ▶ Student projects which form part of their studies;
- ▶ Mobility expenses 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;
- ▶ Mobility which has already started;
- ▶ Mobility which would have already taken place before the result is notified to applicants;
- ▶ Artistic fees;
- ▶ Retrospective costs, excluding travel tickets and those costs incurred to confirm participation in a mobility-related activity before the date of communication of results;
- ▶ Incomplete applications as explained under Mandatory Documentation.

NB: Pre-payments made by applicants do not influence the evaluation process.

Each eligible application is then evaluated against the criteria established in these Guidelines and Regulations.

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

¹ In case of mobility of individuals under 16 years of age and of disabled artists, evaluators might consider expenses for chaperones on a case by case basis.

6. What are the criteria of the grant?

Each eligible application is assessed against the following evaluation criteria:

- ▶ The **artistic merit** of the mobility project, the **artistic relevance** of the programme or opportunity, and the opportunity for **development**;
- ▶ The **international engagement**;
- ▶ The professional and financial **management** of the mobility project.

The following are the questions directly related to these criteria which will be used by the evaluators to arrive at their final assessment.

Criterion 1: Artistic merit, relevance and development

1. Is the proposed platform significant and appropriate? How relevant is this outgoing mobility opportunity for the applicant at this stage of his/her career? (25 points)
2. What is the level of opportunity for the applicant to develop further his/her artistic practice/profession? (10 points)

Total: 35 points

Criterion 2: International engagement

1. Will this outgoing mobility encourage the applicant to engage in a professional international context? (20 points)
2. Will the mobility provide the opportunity to encourage further networking and international collaboration? (15 points)

Total: 35 points

Criterion 3: Management and Finance

1. How realistic is the proposed project budget? (15 points)
2. Does the application provide sufficient evidence of the applicant's ability to manage the activity (including financial management and co-funding, if necessary) responsibly and successfully? (15 points)

Total: 30 points

7. The Evaluation Process

This fund is competitive and will be evaluated according to 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 mark of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the competition level and on the availability of the funds. Thus obtaining 60 marks or more does not automatically mean that you will be receiving 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.

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.

The Evaluation Board might require clarifications from your end during the evaluation sessions; however, this does not mean that your project will necessarily be funded. All correspondence will be sent by the Arts Council's Fund Administrator

8. What happens after you submit your application form?

Proposals will first be screened in terms of eligibility. Proposals which are not eligible in terms of the procedure stipulated by these guidelines will not be processed further and will not undergo evaluation.

After you submit your online application form, an independent evaluation board will evaluate your project. On the day indicated above, 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.

If you have any further difficulties concerning your results, email us on fundinfo@artscouncilmalta.org within five (5) days of receiving your funding decision.

9. Communication of results

The results of each respective call (successful, unsuccessful or ineligible) will be issued on the dates indicated in the submission timeframes. 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 Administrator, 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.

10. Complaints procedure

Filing a complaint will not affect your chances of receiving support from the fund 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's or 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.

Filing a complaint

Stage 1

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 the Head of Funds and Brokerage of 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.

Stage 2

If the issue has not been resolved through Stage 1, you can refer your complaint to the Ombudsman. The Ombudsman provides an independent and unbiased service between the Government and its institutions and the public. He or she has the power to decide whether or not to investigate a complaint.

If the Ombudsman concludes that your complaint is justified, he or she will make recommendations for a satisfactory remedy, and on how to prevent a similar situation in the future.

The Ombudsman works according to his or her own guidelines and procedures, and we recommend that you acquaint yourself with these. They can be found at: www.ombudsman.org.mt. The Ombudsman cannot reverse funding decisions or make changes to Art Council Malta's legal responsibilities and policies on awarding grants.

11. Project implementation and monitoring

If your application is approved and funded, you 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 project title and the amount awarded can be published by Arts Council Malta.

70% of the total amount allocated by the Evaluation Board will be processed after the signing of the contract. The other 30% will be given following approval of the report by Arts Council Malta.

The beneficiaries must use the fund's logo on all related material and specify that the project was supported by the fund – 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.

Arts Council Malta reserves the right to send representatives for monitoring purposes during the implementation of the project and afterwards.

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.

12. Report

At the end of your project, you will be required to submit a detailed report (including all relevant receipts, copies of boarding passes and invoices, and any photographic and audiovisual material) highlighting the work carried out and the achievements of the project, by not later than six (6) weeks after your project is concluded. Together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project, including visual documentation.

You also have to present a final budget together with all supporting documents.

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

The information provided will be evaluated by Arts Council Malta officials and, if this information is satisfactory, then you will be allocated the final 30% of the amount allocated by the fund. Arts Council Malta reserves the right to revise the final payment if the total expenditure is less than estimated or if the project was not delivered as indicated in the application form.

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.

Contact us

For more info you may call us on **2339 7020**.

or send us an email on [**fundinfo@artscouncilmalta.org**](mailto:fundinfo@artscouncilmalta.org)