



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2021	Application Reference Number: DRD ____ / 21 / ____

# DIGITAL RESEARCH AND DEVELOPMENT SCHEME

## APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

**(Maximum amount that can be requested under this Fund is Euro 20,000. Applicants may request up to 80% of the project expenditure)**

Reference Number

**TEMPLATE**

### 1. GENERAL INFORMATION

1.1 Project Title \_\_\_\_\_

1.2 Project type \_\_\_\_\_

1.3 Primary area of activity \_\_\_\_\_

1.4 Secondary area of activity \_\_\_\_\_

## 1.5 Project Description

Insert Project Description

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## 1.6 Did you ever benefit from public funds?

Yes

No

## 1.7 If yes, kindly specify the name/s and dates of the funds awarded in the past three years.

## 1.8 Additional Documentation - including by not limited to:

- Good Standing Certificate of Registration (if applying as a registered entity)
- Conditional letter of acceptance from respective educational institution or organisation (if applying to enter a training course)
- Letters of intent from collaborators and potential venues (where applicable)
- Proof of organisation's legal registration (if applying as an organisation, and if not yet provided in the profile)

Additional Documentation:  
+ Add files

## 2. TIMEFRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including approvals, safety requirements and maintenance.

Start Date    \_\_\_/\_\_\_/\_\_\_                      (Eligible timeframe 04/01/2022 – 04/07/2023)

End Date     \_\_\_/\_\_\_/\_\_\_

Step 1: _____ From: ___/___/___ to ___/___/___ Description: <b>TEMPLATE</b>
Step 2: _____ From: ___/___/___ to ___/___/___ Description:  (Add steps as required)

Additional Documentation: + Add files
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## 4. Criteria

### 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 longer-term contribution towards the beneficiary, collaborators and participants.

- a. How strong is the conceptual plan for the proposed project? (9 marks)
- b. How does this project contribute to developing new knowledge and expertise, and in pushing new boundaries within the applicant's practice? (7 marks)
- c. How strong is the project's engagement with digital technology? Is this form of engagement encouraging innovation within the field? (9 marks)
- d. How strong are the collaborations proposed within the project? Do they provide additional knowledge and value to the project? If no collaborators are proposed, does the proposal clearly outline why this is the case? (6 marks)
- e. Does the proposal support the long-term sustainability of the project or of its outcomes, even beyond the scheme's end date. (9 marks)

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### 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.

- a. Does the application present a detailed plan of action, with clearly identifiable goals? (6 marks)
- b. How realistic are the timeframes proposed? Does the project allocate sufficient time for each phase, as well as to achieve its final stated goals? (6 marks)
- c. Are the roles of collaborators clearly defined? Are there clear channels of communication amongst all involved in the project? (5 marks)
- d. Do the applicants and collaborators have a suitable track record in terms of managing projects of a similar nature? (3 marks)

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### 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.

- What is the project's target audience? How strong are the arguments presented for the selection of this specific audience? (7 marks)
- Does the project present a realistic plan through which to connect with its target audience? (6 marks)
- Will the outcomes of this project be shared in a clear and transparent manner? Does the project's dissemination plan use channels that ensure the widespread access and longevity of project outcomes? (7 marks)

### Criterion 4: Budget (20 marks)

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

- a. How detailed is the proposed budget plan? Does the proposed budget cater for all project activities? Are there activities and collaborations clearly outlined and reflected in the budget? (8 marks)

- b. Does the budget encourage and incentivise the sustainability of the project? (6 marks)
- c. Has the applicant explored other potential sources of funding to complement this scheme? (6 marks)

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## 5. Budget

5.1 Add VAT Certificate of Registration  
Upload file

- 5.2 Tick where applicable
- Registered under Article 10\*
  - Registered under Article 11 (Exempt)

\*Applicants registered under Article 10 who will recover VAT, need to exclude recoverable VAT from the budget.

I hereby declare that to my knowledge the correct declarations are made to Arts Council Malta, and that the proper VAT status is declared. In the case of false declaration, I assume full responsibility of with the applicable consequences.

5.3 Expenditure      Artistic fees  
Project management fees (including but not limited to:  
administration, coordination, development)  
Add other expenditure

Income                      Total amount requested from fund  
Add other sources of income

Attach Quotes if available