

FUND

EDUCATION & PURCHASE OF A MUSICAL INSTRUMENT

   [#CultureMatters](#)

GUIDELINES 2019



Issue Date: **29th October 2019**

Application Deadline: **3rd December 2019 at 12:00 noon**

Start of Evaluation Period: **6th December 2019**

Date of Notification: **6th January 2020**

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Definitions

Applicant - An applicant may be a local Maltese Wind Band Society. The Society is to be enrolled as a voluntary organisation and fully compliant with the Voluntary Organisation Act. It must also be an active member of the Maltese Band Clubs Association (MBCA).

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

Assessment - Applications deemed compliant and eligible are assessed against the criteria established in these Guidelines by the appointed board.

Beneficiary - The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Arts Council Malta (ACM) in collaboration with the Maltese Band Clubs Association (MBCA).

Board - The MBCA will setup an evaluation board. This board will be composed by a representative/s from the MBCA the Arts Council Malta and other technical persons chosen by the MBCA in consultation with ACM. The role of this board is to determine the eligibility of the applications as per the rules and regulations. The board may decide not to award all the budget under this program. The decisions taken from the board are final. However, those applicants that were deemed not eligible may ask for the reasons as to why their application was not successful.

Eligibility - Compliant applications will first be screened in terms of eligibility by the appointed evaluators. Proposals which are not considered eligible in terms of the set criteria shall not be processed further and shall not undergo evaluation.

Society - A Society is a local wind instrument band club member of the Malta Band Clubs Association. The society is also active as per the MBCA statute and is compliant with the new regulations issued by the MBCA during 2019.

Allocation of funds

TOTAL BUDGET	MAXIMUM ELIGIBLE AMOUNT PER PROJECT
€70,000	€10,000.00

CO-FUNDING	DISBURSEMENT
The fund may cover up to 85% of total project costs	•50% upon signing of grant agreement •50% following approval of final report

- The Fund will cover up to 85% of the total project costs. Upon signing the grant agreement 50% of the co-funding will be disbursed to the beneficiary. The remaining 50% will only be disbursed once all the fiscal receipts together with the final report are presented by the beneficiary and an evaluation of the progress done by the board. In addition to this documentation, the MBCA and the Arts Council Malta (ACM) can request more documentation to be submitted by the beneficiary. Should the final report or the requested documentation submitted by the beneficiary not satisfy the MBCA or the ACM requirements a full refund of the funds will be requested.
- The board does not exclude that if the beneficiary has submitted a project exceeding €10,000.00 budget allocation the same application can still be considered by the board. However, the fund will only cover the amount as indicated in the scheme guidelines.

Timeframes

Issue Date	29th October 2019
Application Deadline	3rd December 2019
Date of Evaluation	6th December 2019
Date of Notification:	6th January 2020
Contract Signature	10th January 2020
Maximum Project Duration	18 months
Eligible Timeframe till	18 months from the date of the contract

Regulations of the Scheme

Eligibility:

- Any Local Wind Band Society both in Malta and Gozo who are active members of the MBCA according to the statute of the MBCA. Every Society is to be enrolled as a voluntary organisation and is compliant with the Voluntary Organisations Act on the submission date of the application and throughout the duration of the whole project.
- By the time a Project has been approved by the board and the contract has been signed the Society member of the MBCA is to be compliant with the new regulations issued by the MBCA during 2019.

The proposal:

- The proposal together with a suitable quotation (were applicable) are to be **submitted on the vofunding.org.mt portal by the 3rd December 2019 at noon**. Any applications after this deadline shall not be accepted by the system.
- All the related annexes and documentation in relation with the application are also to be submitted through the vofunding.org.mt portal by the mentioned deadline. Any documents that are not submitted through the portal by the application deadline will not be considered for assessment.
- No profit is to be made from the submitted Project.

Implementation of the Project

- The implementation of the Project is to be completed within 18 months from the date of signature of the contract. Only in exceptional circumstances will an extension be granted by the board. This extension is to be requested in writing by the beneficiary and must reach the offices of the MBCA not later than 4 calendar weeks from the closure of the project. Should an extension be approved it shall only be extended up till July 2021.

Criteria and Conditions for Evaluation

Criteria:

- Proposals are to be clear, sustainable, realistic and reflect the objectives of this project.
- A FULL learning program is to be clearly detailed and designed.
- The instrument/s being co-financed in the application is to be bought for the use of a musician/s registered with the applying Society AND MBCA. The beneficiary will be the sole owner of the co-financed instrument and an agreement for the use and possession and for any additional costs shall be made with the musician for the same instrument and presented to the MBCA within four (4) calendar weeks of the purchase of the instrument.
- The registered musician/s has to have at least 2 years of playing experience in the same family of the musical instrument being proposed for co-financing and/or 3years if opting for a different family of instrument (EG. wood to brass or vice-versa). In order to establish whether a musician has a good level of competency the beneficiary is to submit any related documentation showing such competence. The musician shall be expected to appear in front of an expert panel for an audition.
- A detailed and designed plan of how the teaching will be conducted, including the details of the tutor, together with any monitoring tools that will be used to monitor the progress of the musician.
- The innovation, professionalism and the creativity of the proposed project in the teaching and the implementation of the project.
- A realistic budget outlining all the expenses that the project will incur to be fully implemented.
- The long term sustainability of the project, including the scope and benefits.
- The Society is active in relation with the statute of the MBCA and has a solid working internal administrative structure.
- The project proposal is not similar to any other project found under any other scheme that is being administered by any government entity or agency and/or are being administered by the MBCA.
- The list of eligible instruments under this scheme are as follows: Piccolo, Oboe, Cor Anglais, Bass Clarinet, Bassoon, Baritone Saxophone, Eflat Trumpet, Flugelhorn, Bass Trombone, Double Bass.

Conditions:

- Project proposals that outline only the expenditure of buying new musical instruments will not be considered. The proposal has to include a detailed and realistic educational program, including the name and experience of the Tutor with the projected learning outcomes.

- Monitoring visits from the ACM and the MBCA may be carried out in order to evaluate that the project is being implemented as per the application submitted by the beneficiary. The MBCA has also the right to ask the beneficiary to submit additional monitoring documentation as it may seem necessary and fit from time to time.
- Societies that have already benefited from other previous schemes from any agency or government entity are to give a full description of what results were accomplished and if these schemes are related with the proposed application
- If any of the proposed budget is not directly related with the approved application or is not in conformity with the project guidelines the board may have the right not to approve and pay such amounts. The beneficiary will also be obliged to refund any disbursed funds already received.
- By the end of the project the beneficiary is to take part in a showcase event to be organised by the MBCA and ACM.

Obligations

The Malta Band Clubs Association and the Arts Council Malta

- They will administer the scheme together.
- Promote and help the local wind instruments band Societies.
- Monitor and control the approved projects.
- Appoint an evaluation board which will be composed by a represent/s from the MBCA and the Arts Council Malta and other technical persons appointed with the approval of both entities. This board will evaluate each application and classify all the applications as per the order of merit and make the necessary monitoring and evaluations.
- Monitoring visits will be carried out by officials from the MBCA and the Arts Council Malta together with technical persons as deemed fit. These visits will ensure that the project is being implemented in a sustainable way and successfully as per the application submitted by the beneficiary.
- They will promote the success gained by the Societies through the implementation of this scheme. The promotion will show clearly the source from where the beneficiaries obtained the co-financing to implement their projects.

Band Club Societies that have their applications approved

- The Society is to be an active member of the Malta Band Clubs Association as per the MBCA statute and also compliant with the new regulations issued by the MBCA during 2019.
- Sign a contract in relation with this project together with the Malta Band Clubs Association and the Arts Council Malta.
- The Society MUST be enrolled as a voluntary organisation and fully compliant with the Voluntary Organisation Act by the deadline of the Application.
- Implement the approved application as per the stipulated timeframes.
- Submit all the requested documentation that from time to time may be requested by the MBCA or the ACM.
- There must be a formal registration of the musicians for whom the new musical instruments will be bought for and according to the new regulations issued by the MBCA in 2019.
- Present a final report clearly indicating how the project has been implemented, the objectives achieved and how the sustainability was maintained. At the end of the project the musician shall also be expected to appear in front of an expert panel for an audition. Together with this final report the beneficiary is to submit the original fiscal receipts. These documents are to be submitted within one month of the finalisation of the project. Without these documents and the successful audition, the beneficiary shall not be reimbursed for the remaining 50% and shall be asked to refund the other 50% already disbursed.
- By the end of the project the beneficiary is to take part in a showcase event to be organised by the MBCA and ACM. The beneficiary will also be requested to appear in front of an expert panel for an audition.

Marketing and Promotion

- During the course of this project a Society and Individual may be required to submit marketing material for the MBCA and/or ACM's use.
- Allocate a page in the Society annual publication or any other publication issued from time to time, covering the funding program.
- Any publicity covering the funding program is to include all the MBCA's and MCA's logos following approval from both marketing departments.

Contact Information

Should you require any further information on this project please below the contact details of the persons in charge of this project.

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