

CALL FOR EVALUATORS - GUIDELINES



Introduction

Arts Council Malta (ACM) manages a number of different funding programmes with the aim of supporting the development of the local creative sector. Several calls for the submission of proposals are open throughout the year and each call is competitive. In order to guarantee transparency and impartial selection of submitted projects, the assessment and selection of the submitted proposals is organised based on a peer review system. For each call for proposals, ACM appoints an independent Evaluation Board to assess submitted proposals based on the basis of the scope and criteria of the funding programme. The aim is to ensure that only proposals of the highest quality and which address the criteria of the specific funding programme are selected for funding.

These guidelines provide instructions to the appointed evaluators in order to ensure a standardised and high quality assessment of the submitted applications.

Eligibility to apply

ACM is looking for individuals having a background in theatre, music, dance, visual arts, media, digital media, literature, linguistics, business enterprise, cultural management, communications, ICT, community & diversity, international relations and education. The evaluation sessions will be carried out in Maltese and/or English and therefore applicants need to be fluent in any of these languages. Applicants are required to be available for occasional short-term evaluation sessions. Persons who intend to submit an application on their behalf or on behalf of the company/organisation they represent for a particular call between 2016 and 2018 are still eligible to apply but cannot evaluate the call for which they submitted their project. ACM staff and board members are not eligible to apply.

Appointment of the evaluators

Evaluators are appointed on the basis of the relevance of their skills and to the funding programme. A pool of evaluators will be collated, and evaluators will be called according to the requirements of ACM, and according to the evaluators availability. ACM reserves the right not to contact all applicants and to select other evaluators outside the pool of evaluators if such need arises.

Further information regarding the particular fund to be evaluated, the evaluation process and what is expected from the evaluators will be provided accordingly. A selected evaluator is requested to confirm in writing his/her availability for and attendance to all evaluation meetings.

Appointed evaluators are required to be registered with a VAT number at the time of applying.

Following evaluation, the appointed Evaluation Board members will receive a remuneration fee. Each funding program has a different evaluation procedure, and as a result there are different remuneration rates for each funding programme (please refer to Annex 2).

Role of the evaluators

The role of the evaluators is to review and assess the submitted proposals in relation to the criteria and the priorities of the relevant funding programme. Based on the evaluators' assessment and recommendations, an order of classification of the projects is established and published online. The

evaluators must perform their task as agreed with Arts Council Malta and within the deadline stipulated by ACM.

Following the allocation of funds, members from the evaluation panels may be asked to perform other duties related to monitoring and mentoring of selected projects. Such commitment, including conditions and remuneration fees, would be discussed in detail prior to initialisation of the process.

Assessment of the applications

Evaluation session procedures vary from one funding program to another, and the evaluators will be provided with detailed guidelines of the funding programmes, the management procedures relevant to the particular fund as well as the evaluator's guidelines. The evaluators will also be provided with an electronic copy of all the applications before the evaluation sessions.

Conflict of interest

Evaluators must not have a conflict of interest at the time of their appointment, and need to sign a declaration that no such conflict exists for the fund being evaluated (see Annex I: Declaration of absence of conflict of interests and of confidentiality). The evaluators should also inform Arts Council Malta should such a conflict arise in any of the applications they have been allocated.

When a potential conflict of interest is reported or brought to the attention of the Fund Manager of Arts Council by any means, ACM will analyse the circumstances and any objective elements of information at its disposal. If ACM comes to the conclusion that there is conflict of interest, the evaluator is excluded from the assessment of that particular application.

Confidentiality

All appointed evaluators are bound by confidentiality, as all information relating to the assessment process is strictly confidential. The evaluators are not allowed to disclose any information about the applications submitted and results of the assessment and selection to anyone. Successful applicants will be required to fill in the attached annex.

Freedom of information Act

Information about the evaluation and the names of the evaluators may be made available to the applicants if a request is submitted to the Public Authority's FOI Office, in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).

Annex I: Declaration of absence of conflict of interests and of confidentiality

Title of Call for funding: _____

Evaluator's Declaration

As an appointed evaluator of the funding programme _____, application deadline dated _____, after having reviewed the list of applicants, I hereby declare that I am not in a position that may result in a conflict of interest. I declare that I am not involved as a sponsor, consultant, participant or collaborator in any of the eligible projects submitted for evaluation nor do I have immediate family involved as a sponsor, consultant, participant or collaborator in any of the eligible projects submitted for evaluation. I have not been approached by any of the applicants in order to exert any influence on the selection process. Following my appointment as evaluator I will not discuss any of the eligible projects with any applicants or other individuals or organisations.

On viewing the applications should any such situation of conflict arise, I bind myself to immediately inform the moderator of the evaluation session. I accept that the Director of Funding and Strategy or other delegated officials of Arts Council Malta requested to investigate the matter may request my resignation as evaluator of the session.

I agree that in terms of Chapter 496 of the Laws of Malta (Freedom of Information Act) in specific cases where the Council receives an official request by one of the applicants, which request satisfies all the criteria laid down in the law, the Council will be bound to divulge to the particular applicant any information relating to the process by which the result was attained. Information might include, findings on material issues of fact, information on which the findings were based, reasons for the decision or recommendation and also the disclosing of the identity of the evaluator when expressly asked for.

I commit myself to respecting the confidentiality throughout the whole process and to safeguard the intellectual property of any relevant material submitted in the applications.

Signed by:

Mr/Ms

Name of Evaluator

Signature

Date: _____

Annex 2

The table below illustrates the number of evaluation sessions per call and the remuneration rates for each funding programme.

Funding Program	Method of evaluation	Remuneration Rates	Number of sessions
Malta Arts Fund <ul style="list-style-type: none"> • Research Support Grant • Project Support Grant 	Evaluation sessions and pitching session with applicants	Less than 30 applications – EUR 400 (excl. VAT) 30 or more applications – EUR 450 (excl. VAT)	3
Cultural Export Fund <ul style="list-style-type: none"> • Travel Grant • Presentation & Touring 	Individual assessments and markings and evaluation session	Rate for each session – EUR 150 (excl. VAT)	1
Cultural Export Fund <ul style="list-style-type: none"> • Translation Grant 	Individual assessments and markings and evaluation session	Less than 20 applications – EUR 250 (excl. VAT) Between 20 and 30 applications – EUR 300 (excl. VAT) More than 30 – EUR 350 (excl. VAT)	1
Creative Communities	Individual assessments and markings and evaluation session	Less than 20 applications – EUR 250 (excl. VAT) Between 20 and 30 applications – EUR 300 (excl. VAT) More than 30 – EUR 350 (excl. VAT)	1
Kreattiv	Individual assessments and markings and evaluation session	Less than 20 applications – EUR 250 (excl. VAT) Between 20 and 30 applications – EUR 300 (excl. VAT) More than 30 – EUR 350 (excl. VAT)	1
Kultura TV	Evaluation sessions and pitching session with applicants	EUR 450 (excl. VAT)	3
Il-Premju tal-President	Evaluation sessions and pitching session with applicants	Less than 30 applications – EUR 400 (excl. VAT) 30 or more applications – EUR 450 (excl. VAT)	3
The National Fund for Excellence <ul style="list-style-type: none"> • Professional Development Grant • Young Talent Fund 	Individual assessments and markings and evaluation session	Rate for 1 sessions – EUR150 (excl. VAT)	1
Digital Games Fund	Individual assessments and markings and evaluation session	Less than 20 applications – EUR 250 (excl. VAT) Between 20 and 30 applications – EUR 300 (excl. VAT) More than 30 – EUR 350 (excl. VAT)	1