

Gozo Cultural Support Programme



MINISTRY FOR GOZO

Call deadline: 5th November, 2018 (noon)

Results date: 10th December 2018

The Gozo Cultural Support Programme is managed by Arts Council Malta in collaboration with the Ministry for Gozo

Issue date: 1st September 2018

Version 1

A. The programme

Through this initiative, Arts Council Malta aims to create partnerships with a number of organisations in Gozo focusing on, and active in, the cultural and creative sector. The organisations will help Arts Council Malta to deliver the Create2020 strategy and aim to achieve the ultimate goal of placing the arts and creativity at the heart of Malta's future.

The partnership is intended to provide a stable support for organisations to plan ahead, grow, develop and deliver ACM's strategic goals primarily addressing creative professionals and communities, namely:

1. Nurture creative potential and support its development into professional activity
2. Invest in artistic excellence
3. Connect Malta to the international artistic community
4. Provide more opportunities for people to engage in creativity

Arts Council Malta will be receiving applications from existing registered voluntary organisations that have the potential to make a significant contribution to the priorities and ambitions highlighted above.

The fund allocated to the selected organisations will be covering activities happening in 2019, 2020, 2021¹.

B. Targeted initiatives and priority areas

This initiative specifically targets organisations proposing festivals and/or yearly events.

Through this initiative, Arts Council Malta addresses the following priority areas in Gozo:

- Supporting high-quality festivals and events which would be part of a diversified and coordinated portfolio of activities and events
- Developing a more coordinated yearly programme of events
- Nurturing cultural tourism

C. Applicants

All applicants have to be a registered Voluntary Organisation with the Commissioner for Voluntary Organisations and need to have a registered address in Gozo.

The applicant organisation needs to be compliant with the CVO office by the date of application. **If, following the necessary verification with the CVO office, the applicant is declared as non-compliant by that date, Arts Council Malta will be unable to process the application further.**

The following are not eligible to submit their application:

¹ Due to updates in the State Aid regulations planned in 2020, funds under this scheme can only be granted to organisations who would have signed their contracts before December 2020.

- Organisations/Activities with a line vote as indicated in the financial estimates published by the Ministry for Finance.
- Organisations which do not have registered address in Gozo.
- Activities which are not related to culture, arts and the creative industries.
- Funding for activities aimed at making a profit to be distributed among members and/or stakeholders.
- Organisations which have not honoured previous ACM funding commitments.
- Organisations whose objective is fundraising or political in nature.
- Organisations, subsidiaries or parent organisations whose primary activity is providing education and training services.

D. Funding

The yearly grant may cover up to 80% of the total costs up to a maximum of EUR80,000, EUR60,000 or EUR20,000², depending on the organisation and the initiative proposed. Following approval of proposals, Arts Council Malta will establish a financing programme for beneficiaries following negotiations on the proposed budgetary plans. The choice of funding allocation as well as the ceiling established lies at the discretion of Arts Council Malta.

Arts Council Malta reserves the right to award grants to beneficiaries based on a fixed allocation every year, without exceeding the 80% co-funding threshold or the maximum allocation depending on the project³.

The amount to be awarded is at the discretion of the Evaluation Board set up by Arts Council Malta.

Eligible costs include:

- Artists' fees/Management fees
- Production costs
- Rental of spaces
- Marketing of the festival/event
- Travel & Accommodation
- Contingency (no more than 10% of total costs)
- Costs related to festival showcasing

Ineligible costs:

- return on capital
- debt and debt service charges
- provisions for losses or debts
- interest owed
- doubtful debts

² Subject to the availability of Government funds

³ Subject to the availability of Government funds

- exchange losses
- costs declared by the beneficiary and already covered by another grant of the Government of Malta or the European Union
- contributions in kind (exceeding 5%)
- expenditure deemed excessive or reckless
- refundable VAT

The organisations cannot approach other public funding/entities to support the platform funded through this grant.

E. SELECTION PROCESS

-What is the programme looking for?

The programme is looking for initiatives which have **artistic excellence** at the very core. The organisations need to clearly demonstrate how they are going to ensure that their artistic programme is able to reach high levels of artistic excellence.

It is important that the applicant organisations have a **strong track record** in relation to the production of the project proposed.

This through proper and solid **collaboration** agreements with main partners involved such as, for instance, the Malta Philharmonic Orchestra, education institutions, hosting venues etc. It is also important for the organisations to show how the platform proposed will encourage and facilitate co-creation and collaboration between the different stakeholders. The proposal needs to include a commitment for the organisations to discuss artistic programmes with the relevant stakeholders in order to maximise on the potential of collaborations and to make sure that the programmes proposed fit both platforms and artists involved. The final decisions remain the onus of the organisations/beneficiaries.

The programme also seeks to support an important level of **risk-taking** and will be looking favourably at organisations which intend to push their own boundaries.. This on a number of levels – artistic and operational collaborators, artistic content and titles proposed (in the case of established productions). It is therefore important that the proposals **include a clear plan for innovative input and updates** which the organisations intend to do throughout the respective financial years.

The proposal needs to be supported by a plan for **the management of the activity supported**. It is important that the organisation provides a clear structure of the organisation and how each role will be essential for the fulfillment of the aims set by the strategic plan of the organisation. It is also important to highlight why that specific person is carrying out the mentioned role. The programme recognises the importance of voluntary workers and voluntary support for the projects to be carried out. Therefore the proposal also needs to include a clear plan for the inclusion and development of volunteer programmes to maximise on the already existing potential of these projects and initiatives. The programme is also seeking to support **training programmes as well as shadowing & mentoring programmes** and will be looking at these favourably.

The programme also seeks to support extensive networking particularly on an international level. The proposals should also include a clear plan for international collaborations throughout the respective financial years.

The proposal needs to include a clear plan for **audience development and community engagement**. This needs to be supported by a detailed plan for market research and data collection as well as community engagement programmes (which cover the local communities as well as other identified communities in the ACM strategy).

-Evaluation points

The evaluation marks are distributed as follows:

I) Relevance of the project to the aims of the fund as highlighted above (60%)

-To make a case in terms of this criterion, you need to present a very clear and detailed breakdown of how the points are going to be addressed as well as the following:

- ✓ Strong **strategic plan** for the years covered by the Fund. This should include the vision of the festival, its goals and the artistic programme and how the organisation intends to ensure high levels of excellence, the plan for innovative input (as highlighted above), showcasing opportunities and your plans concerning monitoring and risk assessment. Plans related to international networking should also be included.
- ✓ **Plans for development and sustainability of the activity** including audience figures to date and target audience for future editions. These should also include a clear plan for audience development and community engagement therefore how you intend to engage directly specific groups identified by the strategy, expand your activities geographically, and also how you intend to actively seek to increase the participation of selected groups in the activities proposed.
- ✓ Information about governance and management. This should also include a clear **structure of the organisation and how each role will be essential for the fulfillment of the aims set by the strategic plan of the organisation** together with a clear plan for the inclusion and development of volunteer programmes to maximise on the already existing potential of these projects and initiatives. This should also cover any training programmes envisaged.
- ✓ Information about partnerships proposed including **collaboration agreements** with main stakeholders.
- ✓ Organisation statute

II) Track record of the organisation (15%)

-To make a case in terms of this criterion, you need to present a detailed organisation profile.

III) The level of strength and clarity of the budget presented (15%)

-To make a case in terms of this criterion, you need to present a detailed income-expenditure budget for Year 1 accompanied by budget plans and forecasts covering the respective financial years.

It is very important to, where possible, present relevant supporting documents such as email exchanges, official documentation confirming points listed in the budget with relevant quotes for the 1st year. All budget items needs to be justified by a clear explanation.

IV) Clarity of presentation and application (10%)

- Application

Together with a **detailed write-up**, signed by the legal representative of the applicant organisation, related to the four points mentioned above, you are requested to provide;

- The **filled-in budget template**
- Where relevant, a **detailed report which concludes the previous three-year partnership** agreement highlighting the main targets achieved through the previous programme and the a copy of the financial accounts (signed by an auditor) presented to the Commissioner for Voluntary Organisations covering financial years 2016 and 2017.

All applications are to be sent to Arts Council Malta via email on applyforfunds@artscouncilmalta.org. It is essential that in the same email you include all additional supporting documents as required by these guidelines and regulations. You should also include the signature (electronic signature or scan) of the legal representative of the organisation together with the declaration. By signing the declaration, all applicants are accepting the conditions of the fund as explained in this call.

Arts Council Malta reserves the right not to consider the submitted proposal if it does not match the priorities of this call for proposals. It also reserves the right to select organisations/activities on the basis of the priorities set out by the Council and these guidelines as well as the views of the Evaluation Board. If the Board considers that the application presented and the activity proposed does not match the standards required, then it might consider not supporting the said activity. Selection may also be based on availability of funds.

All information requested in this document must be provided. Any additional materials are to be submitted together with this document.

It is the applicant's responsibility to present a complete application form as explained in these guidelines and regulations. Only completed applications will be examined and rated according to the specified selection criteria, with a final score calculated. Application packages are not returned at the end of the selection procedure.

Application forms and all relevant supporting documents are to be submitted by not later than 5th November 2018 (noon). Late applications will not be accepted.

-Evaluation process

Following submission of the document, a pitching session with the Arts Council Malta selection board will be organised. During the pitching session you will be able to expand on the points included in the submitted proposal.

Your proposal needs to obtain a minimum of 60 marks in order to be considered for the fund.

All agreements are subject to discussion with Arts Council Malta. The funding agreement may include specific conditions and will also determine payment procedures for that specific application.

If the submission is successful, Arts Council Malta will require a minimum of 4 months from the pitching session to finalise the agreement.

The beneficiary needs to be a registered Voluntary Organisation with the Commissioner for Voluntary Organisations. The beneficiary would need to open a separate dedicated bank account for the grant.

Once the funding agreement has been signed, the beneficiary **may not** make substantial changes to the proposals related to the artistic, economic or technical aspects of the project, unless these are presented in writing and accepted by Arts Council Malta. The beneficiary is under the obligation to provide updates and summary reports as requested at different stages throughout the project. Arts Council Malta may alter or withdraw a grant if the change in the project is not considered in line with the initial proposal, or if the Council is not informed of the changes within a reasonable time.

All beneficiaries need to publicise the Fund in any media appearances, advertising and press releases. The logos should be clearly and prominently displayed according to the guidelines provided. All marketing material should be forwarded to the Fund Administrator for approval.

Arts Council Malta is responsible for the review of the reports and/or updates. The Funding Body, or its representatives and/or their auditors may carry out checks at any time to establish whether public support is being used in accordance to established conditions. The Council may demand access to the organisation's financial record and/or annual report of the applicant organisation as part of its beneficiary screening, review or control procedure. Upon the presentation of the final accounts, the Council may perform spot checks. The beneficiary's accountant shall, without regard to prevailing confidentiality restrictions, at any time communicate to the Council and/or its auditors any information requested. **Relevant invoices/receipts are to be submitted, in original, for every eligible item approved for the grant.** In all applicable cases, all submitted invoices and receipts are to be presented with the VAT element separated. Arts Council Malta retains the right to recover funds in case these are not being used and/or misused and/or not used according to the budget submitted.

F. CLARIFICATIONS AND ADDITIONAL INFORMATION

Any request for clarifications are to be sent by email on fundinfo@artscouncilmalta.org. Interested candidates may ask for a one-to-one brokerage session with a member from the Funding & Brokerage team to clarify further issues. All sessions will be minuted and clarifications will be regularly published on the Arts Council Malta website.

G. STATE AID RULES AND OBLIGATIONS

Applicable State Aid

The terms and conditions set out in these guidelines with regards to registered voluntary organisations that carry out an economic activity, are in line with the *Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty*, as amended by *Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs* [hereinafter referred to as the General Block Exemption Regulation].

The measure is not applicable to the following:

- a. Activities listed down in Article 1 (2), (3), (4) and (5) of the General Block Exemption Regulation.
- b. Undertakings in difficulty as defined in terms of the Commission Regulation (EU) No 651/2014 of 17 June 2014.

Furthermore assistance may not be granted if the aid is:

- a. related to export activities towards third countries or Member States, namely aid directly linked to quantities exported, to the establishment and operation of a distribution network or to the other current expenditure linked to export activity.
- b. contingent upon the use of domestic in preference to imported goods.
- c. in favour of a beneficiary which is subject to an outstanding recovery order following a previous Commission decision declaring an aid granted by Malta illegal and incompatible with the internal market.

Rules on Cumulation of Aid

In line with Article 8 of the General Block Exemption Regulation, the total amount of State aid for the aided activity or project or undertaking shall be taken into account.

Aid with identifiable eligible costs may be cumulated with:

- Any other State aid, as long as those measures concern different identifiable eligible costs,
- Any other State aid, in relation to the same eligible costs, partly or fully overlapping, only if such cumulation does not result in exceeding the highest aid intensity or aid amount applicable to this aid.

The aid shall not be cumulated with any *de minimis* aid in respect of the same eligible costs if such cumulation would result in an aid intensity exceeding that laid down in the GBER.

For any queries, contact the Funding & Brokerage team on 23397006 or via email on fundinfo@artscouncilmalta.org