



# **Guidelines and Regulations**

<b>Deadline</b>	<b>Result notification</b>	<b>Project implementation</b>
3 <sup>rd</sup> May 2019	29 <sup>th</sup> May 2019	Scholastic year 2019- 2020

<b>Maximum grant</b>	<b>Session budget</b>
€5,000	€95,000

## A. Introduction

The KREATTIV funding programme is part of Arts Council's Malta commitment to engage educators and creative practitioners in dialogue and collaboration, with the aim to encourage students and educators towards further engagement within the creative sector.

The amount committed for 2019 to the KREATTIV fund is €95,000. A maximum of €5,000 shall be awarded to every selected proposal which is to be used over a maximum of 12 months.

KREATTIV is managed by Arts Council Malta.

## B. Background

During the past decade, Malta has invested heavily in its educational infrastructure. A parallel effort was, and continues to be made to advocate for the inclusion of a broader spectrum of arts education across schools in Malta and Gozo. This with the aim to increase active participation in their formative years, from early years up to secondary school.. These initiatives lie at the foundation of Malta's vision for establishing a vibrant cultural and creative sector.

Through the Kreattiv programme, Arts Council Malta intends to address the following goals outlined in the Create2020 strategy:

- Nurture creative potential and support its development into professional activity
- Provide more opportunities for people to engage in creativity

This strategy acknowledges the need for continued and more focused efforts in bringing the educational sector to respond more effectively to the needs of the creative economy.

## C. Principles

KREATTIV aims to bring creative practitioners into schools to work with teachers and students to inspire, learn and create in a collaborative and innovative way.

KREATTIV shall support, through a competitive process, joint projects designed and implemented **collaboratively** between educational institutions and creative practitioners.

Eligible proposals will seek to complement the curriculum, but not be driven by it, and strive to add value to the learning experience and to the school environment. Projects must reflect the school priorities and must be relevant and based on the needs of the school, its students, and the community within which it is located.

Although proposals may lead to a tangible outcome such as a design project for a school area or an artistic project such as the creation of a short film, performance or exhibition, strong emphasis is given to **active engagement in the creative process** and to creative interactions between practitioners, educators and students.

KREATTIV encourages collaborations between more than one educational institution and creative practitioners on each project. Collaborations with students following higher educational institutions are also encouraged, as this provides insights and inspiration for younger students to specialised education leading to the selection of creative career paths.

Applicants need to present a clear roadmap of the project's development and milestones, indicating the expected duration of all planned actions and clearly outlining the roles of all the collaborators in the project. A project co-ordinator shall be appointed to ensure standard accountability measures are adhered to and ensure the proper and transparent fulfilment of the project.

#### **D. Objectives**

KREATTIV shall serve to:

- Initiate creative projects in classrooms, schools and colleges through collaborations between teachers, students and creative practitioners and, in so doing, to facilitate creative education as a key tool for holistic development.
- Introduce children and young people to potential careers in the cultural and creative sector, through selected collaborations with higher educational institutions.
- Embed cultural and creative entrepreneurship in schools as expressed in Arts Council Malta strategy Create2020 and the National Cultural Policy.
- Encourage collaboration between educational institutions, the culture and creative industries, and other relevant sectors such as science and technology.
- Create employment opportunities for creative professionals.
- Encourage creative collaborations amongst educational institutions, and partnerships with public and private cultural operators.
- Encourage interdisciplinarity between different art forms as well as with other fields of knowledge which are relevant to the students' education during their formative years.

#### **E. Definitions**

- **Applicant:**  
An applicant must be a school or college offering mandatory education from Early Years Cycle to Secondary Years Cycle (KG1 – Y11) up to school-leaving certificate (Qualification Framework Level 1). The applicant takes the leading role and should fulfil the Eligibility Criteria in Section F. If selected, the successful applicant shall carry out the project as per selected proposal, and have the main legal responsibility for managing the project, as the Beneficiary.
- **Application:**  
An application is a submission, inclusive of all mandatory documents and any annexes to the Kreattiv 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 evaluators.

- **Contractual Agreement:**  
A legal document signed by the Beneficiary and Arts Council Malta, binding the two sides for the project implementation.
  
- **Creative Practitioner:**  
Creative practitioners are individuals, organisations or enterprises engaged professionally in the following sectors:
  - Heritage (crafts, traditional festivals and celebrations, cultural sites, antiques)
  - Arts (literature, visual arts, music, performing arts, interdisciplinary)
  - Media (publishing and printed material, audiovisuals, including film and video production, film servicing, television, video games, radio, online media)
  - Creative Business Services (design, software, architecture, advertising, cultural tourism and cultural services).

The proposed creative practitioner/s **must not** be a full-time employee of the applicant schools/colleges or entities collaborating in the proposed project.

- **Eligibility:**  
Compliant applications will first be screened in terms of eligibility by the fund manager. Proposals which are not considered eligible in terms of the set criteria shall not be processed further and shall not undergo evaluation.
  
- **Evaluators:**  
Arts Council Malta appoints an evaluation team for each call. The Arts Council may appoint both local and foreign professionals in the sector of culture and the arts. Evaluators will be selected according to relevant expertise from the pool of independent evaluators following the open public call.
  
- **Grant:**  
The Beneficiary shall be provided with a grant for the realisation of the Project, which sum shall be disbursed in favour of the beneficiary in its totality after the signing of the contractual agreement.
  
- **Higher Education Partner:**  
This can be a licensed higher education institution that provides programmes accredited from Levels 5 till Levels 8, or a state-licensed life-long learning centre (Directorate for Life-Long learning). Such an institution/centre can partner up with the applicant and with the creative practitioner to implement the project. Unlike creative practitioners, a partner is not a compulsory requisite for project implementation but adds value to the project particularly when engaging collaborations between students.<sup>1</sup>
  
- **Partnering School:**  
This is another school or college offering mandatory education from Early Years Cycle to Secondary Years Cycle up to school leaving certificate, partnering up with the applicant. A partnering school could be involved as part of a network between various educational

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<sup>1</sup> For a list of higher education institutions please refer to: <http://www.ncfhe.org.mt/content/home-register-of-further-and-higher-education-institutions/38928386/>

institutions for project implementation. A partnering school does not take a leading role in the project. It is not obligatory to have a partnering school in the proposal.

- **Project Co-ordinator:**

The applicant shall assign a staff member as project co-ordinator to act as liaison person with Arts Council Malta and be responsible for project implementation.

- **Create2020 Strategy:**

Arts Council Malta's strategy for the cultural and creative industries. The Create2020 strategy sets five goals to be addressed by 70 actions, implemented through nine strategic tools with three identified groups: creative professionals, communities and public cultural organisations. The mission of the strategy is that of placing the arts and creativity at the heart of Malta's future. The strategy document can be accessed on [http://artscouncilmalta.org/files/uploads/misc/EnglishCreate2020\\_web.pdf](http://artscouncilmalta.org/files/uploads/misc/EnglishCreate2020_web.pdf).

## **F. Eligibility Criteria**

All proposals are to be submitted by a School or College as applicant and project coordinator, as defined in these guidelines, and should fulfil the following minimum criteria:

1. Both the design and the implementation of the project should involve the input of the applicant (school administration and/or teachers and students) and the creative practitioners.
2. The implementation of the project should mainly take place within the environment of the school.
4. Proposals should include at least one creative discipline.
5. The project should be a new initiative, with a definite beginning and end.
6. In cases where two or more schools are involved, one of the schools will need to take the leading role and have the main legal responsibility for managing the project.

## **G. Ineligible projects**

The following proposals will be considered ineligible:

1. School-visits abroad.
2. Student exchanges.
3. Proposals which are already funded by EU-funded programmes.

4. Yearly school projects such as prize-days, publications, art and craft exhibitions etc. However, yearly projects may be used as platforms to present the work developed through a KREATTIV project.

## **H. Selection Criteria**

### **1) Engagement in creativity and Innovation (25 marks)**

This criterion considers the impact on students' personal development and active engagement in creativity and the arts. Proposals should explore innovative concepts for the engagement of students in a creative environment. This fund aims to support:

- Projects that call on the students' creative skills in engaging within the project's processes, from the planning and developing stage to the implementation of the project itself. We will consider the use of newly acquired skills and techniques as well as teamwork and inclusivity to reach creative objectives set through the project. (10 marks)
- Projects which promote new and innovative ideas and help students use the arts in new contexts, formats, or places. Experimentation, technology, media and audience interaction are considered favourably. (5marks)
- Projects which complement the curriculum through an interdisciplinary and creative approach for students, educators and creative practitioners alike. (5marks)
- Projects which promote interdisciplinarity between different art forms during the development and presentation of the project. Projects must be artistically-led but we encourage applicants to consider collaborations with other subject areas such as Science and Technology. (5marks)

### **2) Impact of Project on Students and the School (25 marks)**

This criterion considers the opportunities for students to participate and contribute during each phase. This fund aims to support:

- Proposals which maximise the schools' artistic development opportunities (5marks)
- Projects which help to develop students' creative skills, including new ways of carrying out tasks, exploring different perspectives and problem solving. (5marks)
- Projects which respond to the different needs and capabilities of students while offering different learning methods and pedagogies. (5marks)

- Projects which create opportunities to support or develop wider understanding of the arts, and which may increase participation in the arts. Such projects may also increase opportunities for students who do not usually engage in arts or cultural activities. (5marks)
- Projects which improve the students' well-being while giving added value to the school through the outcome and end result. (5marks)

### **3) Networks and Collaborations (Total: 25 marks)**

This criterion considers the creation of new networks and collaborations as well as the development of existing ones. This fund aims to support:

- Collaborations with one or more identified creative practitioners to maximise the potential outcomes of the project. This criterion will consider the level of collaborations proposed as well as their relevance to the development and implementation of the creative project proposed (15 marks)
- Collaborations between different schools, higher education institutions (Junior College, MCAST, UOM) and public culture organisations or governmental institutions/entities. (5 marks)
- Projects which encourage interaction between students, parents, teachers and the community. (5 marks)

### **4) Management (Total: 25 marks)**

This criterion considers whether the applicant school provides sufficient information and evidence that it will be able to manage the project. This fund aims to support:

- Projects with a clear and realistic budget plan. (10 marks)
- Realistic timetabling of sessions where creative practitioners, project coordinator/s and students will be actively engaged in the project. (5marks)
- Projects which indicate responsibility by the school that they will be implemented according to the proposed timeframe successfully. (10 marks)

## **I. Selection Process**

In order to be evaluated, applications must match the eligibility criteria. Applicants who **do not** meet the eligibility criteria **will not** proceed to the selection process for further appraisal and scoring.



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 of at least 60 marks. Nevertheless, the evaluation session and funding decisions depend on the quality of the submitted proposals and on the availability of the funds. Therefore, obtaining 60 marks or more does not automatically mean that you will be awarded 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.

Eligible applications will be assessed by an evaluation team made up of independent evaluators. Arts Council Malta will select evaluators on the basis of their independent and professional experience. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded

#### **J. Communication of results**

On the day indicated, 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.

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.

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

#### **K. 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 Kreattiv 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.

The schools should make themselves available for an Arts Council representative to visit the project for monitoring purposes both during the implementation of the project as well as after its completion. Reporting obligations by project beneficiaries will be stipulated following the communication of the result. A progress report (mid-implementation of the project) will have to be submitted to the Fund Manager and a final report (end of project) will have to be submitted by the beneficiaries to the Fund Administrator on [fundinfo@artscouncilmalta.org](mailto:fundinfo@artscouncilmalta.org), providing updates and information on the implementation of the project, its outcomes and conclusions, together with related receipts and documentation. Beneficiaries will also be obliged to provide the Fund Manager with any information required for research purposes, aimed at improving the effectiveness of the funding programme.

All documentation and receipts shall be submitted by not later than 6 weeks after the completion of the project.

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.

#### **L. Allocation of Funds**

Seventy percent of the total costs will be disbursed upon approval of the project proposal. Successful applicants will enter into a contractual agreement with Arts Council Malta and funds for approved projects shall be disbursed in favour of the respective schools. The other 30% will be given following approval of the report by Arts Council Malta.

#### **M. Eligible Costs**

Eligible costs shall include all (100%) of the costs directly related to the implementation of the project. These may also include the cost of school-staff assigned to the action/project outside their regular working-hours, as per the overtime rate applicable for educators or for other non-teaching school staff, as applicable. These costs must not exceed 20% of the total budget allocated for the implementation of the project.

Other costs may include professional fees for creative practitioners and materials to implement the project.

Eligible costs will not cover the purchase of equipment for the implementation of the project unless justified as an essential component of the project and approved beforehand by the Fund Manager.

Travel costs from Malta will not be considered eligible unless directly relating to the proposed project and to deliverables not available in Malta or through the internet.

#### **N. Administrative Rules**

- A capping is set at €5,000 per selected proposal. The Evaluators may exercise the right to allocate less than the amount requested by a project proposal.
- Classes in the same school may only submit or participate in one project.

- Kindergarten, Primary and Secondary levels in the same school or college are considered as separate schools and can therefore submit or participate in separate projects.
- Applications should be supported by relevant documentation. This should include proper project description and deliverables, quotations, fees, and information on *pro rata* salaries if applicable.
- Arts Council Malta reserves the right to ask the applicants to deliver a *viva voce* presentation to describe better the initiatives proposed and the actions to be implemented, and/or to ask for further information as necessary. However, Arts Council Malta is not obliged to take such action, and should be provided with sufficient information at application stage to ensure a proper evaluation of the application.
- All official correspondence relating to updates, reports, information, changes to selected projects, and approvals shall be done in writing, and shall be addressed by the applicant to the Fund Administrator and Fund Manager or vice versa, as applicable.
- All beneficiary schools under this call of the Kreattiv fund, scholastic year 2019 - 2020, will be required to participate in a survey, which will feed into a research project evaluating the impact of the Kreattiv programme. More details will be given later and upon signature of the contract.

#### **To conclude**

#### **O. Applications**

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](mailto: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](mailto: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.

## **P. Results**

The results will be sent via email on the day indicated on page 1. 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.

## **Q. Complaints**

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**

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 from the Director of Funding and Strategy of Arts Council Malta.

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.

## **R. Timeline**

Networking Session	8th April 2019
Deadline of Applications	03rd May 2019
Evaluation of projects	22nd May 2019

Results

29th May 2019

Implementation

Scholastic Year 2019 -2020

## **S.      **Contacts****

For more information, you may call us on 2339 7020 or send us an email on [fundinfo@artscouncilmalta.org](mailto:fundinfo@artscouncilmalta.org)

Guidelines updated on 03<sup>rd</sup> January 2019.