

MALTA ARTS FUND SPECIAL CALL 2020

Guidelines and Regulations



ALLOCATIONS

SESSION BUDGET	MAXIMUM ELIGIBLE AMOUNT PER PROJECT
EUR 75,000	€7,500

CO-FUNDING	DISBURSEMENT
The fund may cover up to 100% of total project costs	70% within 5 working days from signing of grant 30% following approval of final report

TIMEFRAMES

APPLICATION DEADLINE	RESULTS	SIGNING OF AGREEMENT	MAXIMUM PROJECT DURATION	ELIGIBLE TIMEFRAME
23 rd April 2020	7th May 2020	8th May 2020	12 months	9th May 2020 – 9th May 2021

This document should help you to:

- Familiarise with the structure of the Malta Arts Fund Special Call 2020.
- Identify whether your project is eligible for support.
- Understand the application, assessment and procedure.

Definitions

Applicant

- An applicant may be an individual, a group, a company or an organisation. Applicants cannot be employees of Arts Council Malta or involved in the management of this call.

Application

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

Assessment

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

Beneficiary

- The beneficiary is the recipient of the financial assistance. The beneficiary is responsible for the implementation of grant and any obligations therewith.

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.

Evaluators

- Arts Council Malta shall appoint an evaluation team.

Grant

- The grant is the amount allocated to a successful application.

Management and Administration

- Arts Council Malta is responsible for the management of this fund. All official correspondence, including the submission of applications, must be sent to the address indicated in these guidelines.

Maximum Funding

- There is a ceiling amount that each grant may be allocated.

Group

- A number of persons with or without legal personality may form a group. One of the persons involved must take the leading role and have the main legal responsibility for managing the project and the grant. This person must be a Maltese citizen or be in

possession of a Malta residence permit or of a Maltese citizenship certificate or of a Maltese passport.

Individual

- Individuals applying for a grant must be Maltese citizens or be in possession of a Malta residence permit or of a Maltese citizenship certificate or of a Maltese passport.

Organisation

- An organisation legally established and/or publicly registered in Malta, having a statute. Voluntary organisations must be registered with the Commissioner for Voluntary Organisations in accordance with the Voluntary Organisations Act requirements (<http://www.maltacvs.org/>). The applicant must be a legally authorised representative of the organisation. Cooperatives must be registered with Koperattivi Board .

1. The Fund

Arts Council Malta recognises that COVID-19 is having a significant impact on creative and cultural practitioners, groups, organisations, the audiences and society at large.

Funds, managed by Arts Council Malta have been redirected towards this Special Call in order to invest in projects which address with immediacy and on a long-term basis, the cultural and creative sector impacted by this situation.

Projects may fall under one or more of the following:

- artistic development and production;
- community-based initiatives;
- cultural and creative sector support;
- training or education development;
- international exchange and collaboration;
- artistic research.

Applicants are encouraged, but not obliged to tackle themes such as Borders, Confinement or Isolation; applicants are also encouraged to adopt New Media and Digital Technologies in order to implement their projects.

2. Who can apply?

The Grant is open to individuals, groups, companies and/or organisations.

2.1 Ineligible applicants

The following are not eligible to apply for the Fund:

- Organisations / events receiving local multi-annual public funds through established line-votes such as the Cultural Partnership Agreement, the Investment in Cultural Organisations, the Gozo Cultural Support Programme, the Creative Industries Platform or similar.
- Voluntary organisations which do not have a registered address in the Maltese islands and/or which are not registered with the Commissioner for Voluntary Organisations.
- Beneficiaries who have not honoured previous funding commitments. In the case of Voluntary Organisations, organisations which have not presented their updated accounts to the Commissioner for Voluntary Organisations.

3. Eligibility

Projects will first be screened for technical eligibility.

Ineligible applicants, activities or costs in terms of the below points shall not be processed further and shall not undergo evaluation.

3.1 Eligible activities

This grant may cover up to 100% of costs related to the project (including artistic fees, production costs, marketing) and contingency (not more than 5% of the total project cost).

Maximum eligible project timeframe: applicants will have a total of 12 months to complete their project.

Eligible Period: 12 months from result notification date.

The following activities are **not eligible** under this Fund:

- Applications about projects / events / activities:
 - of an intrinsically self-sustainable nature;

- which are not related to culture, arts and the creative industries;
- whose objective is fundraising or political propaganda;
- held on a regular basis, including annual projects, annual festivals and similar;
- submitted by public entities with or without a line vote;
- not falling within the eligible time.
- Initiatives eligible under any other state-funded programme dedicated to Maltese arts / culture.
- School / annual shows, regular training programmes, individual modules credited as part of an educational course.
- Projects that would have already taken place before the result is notified to applicant(s)
- Incomplete applications as explained under the section 'Mandatory documentation'.

Should an individual, group, company and/or organisations submit multiple applications for this special call; all applications will be disqualified.

3.2 Eligible costs

This grant may cover up to 100% of costs related to a project (including artistic fees, production costs, marketing).

The following costs are **not eligible** under this Fund:

- Funding for the creation or upholding of bursaries, prizes or scholarships
- Costs for traditional activities and festivities;
- Costs already covered by public cultural organisations, or another public funding programme managed or co-managed by Arts Council Malta or other public agency, government department or Ministry;
- Operational costs required for the day-to-day running of an organisation, including premises or equipment, unless it is a necessary requirement of the project;
- Retrospective costs;
- Any expenses covering unwarranted services, indirect fees;
- Return on capital;
- Debt and debt service charges;
- Provisions for losses or debts;
- Interest owed;
- Doubtful debts;
- Exchange losses;
- Costs declared by the beneficiary and covered by another grant of the Government of Malta or the European Union;
- Costs pertaining to activities that do not follow the COVID-19 government [directives](#).

3.3 Mandatory documentation

The documents below are mandatory and required for the pre-evaluation assessment, conducted by Arts Council Malta. Failure to present any of the below documents will render the application non-compliant, and will not be evaluated by the Board

- A complete application form, including quotes for each budget item comprising your total project cost;
- A copy of your Maltese ID card (including the front and back side) *or* your Maltese residence permit *or* your Maltese citizenship certificate *or* your Maltese passport.

Kindly note that it is your responsibility to submit all the necessary documentation, as outlined above, before the indicated call deadline, in order to facilitate the evaluation process.

Prior to application deadline, Arts Council Malta representatives will not be checking your application forms. It is solely at the Arts Council Malta's discretion to request that applicants provide any missing mandatory documentation following the call deadline.

Applications submitted after noon of the respective day of deadline cannot be accepted.

A decision on funding will be made on the strength of the submitted information, and supporting documents

4. ASSESSMENT

Criteria of the fund

The Assessment Board will base its decision upon the following criteria:

Criterion 1: Concept (40 marks)

This criterion considers the concept idea(s) of the project, the collaborators involved, the relevance of the concept as well as how the project will contribute towards the beneficiary, collaborators and participants. The execution of the concept is to take into account the COVID-19 government directives. To make your case in terms of this criterion, you will be required to explain:

- the main concept to be developed through this project. Please indicate under which of the list in section 1 your project falls under, aims of the project, anticipated outcomes and the groundwork that led to the proposal of the concept;

- the collaborative and participatory elements which will contribute to the development and implementation of the concept / project;
- the relevance and challenges towards your development, that of your collaborators and participants. Please include CVs or profiles of those involved;
- how you think this concept responds to the present COVID-19 situation and how would this benefit the cultural / creative sector.

Criterion 2: Project management (20 marks)

This criterion considers the level of commitment and preparation prior to the funding application as well as the proposed plan to deliver your project and achieve the aims highlighted. To make your case in terms of this criterion, you will be required to explain:

- the plan to develop the artistic concept. Include timeframes, work plan with collaborators involved, the skills and track record of the individual/group managing the project, their role(s) within the project, a step-by-step plan on how the project will be carried out;
- how you think this project is likely to achieve its ambition and meet its targets.

Criterion 3: Presentation and dissemination of project (20 marks)

This criterion considers how the project will be presented and disseminated amongst the selected audience.

If the project does not include any public engagement such as in the case of research-based projects, the audience can be made up of individuals with whom you would like to communicate the project. If the project includes forms of public engagement, this would entail the role and the nature of involvement of the audience in the project and the experience with the project. In the latter case, accessibility and widening of cultural participation may be of specific importance if the project is considered to be a community-based initiative.

To make your case in terms of this criterion, you will be required to provide information about:

- the target audience;
- how the project will be presented to the selected audience;
- If relevant, how will the audience be reached and target figures of audiences (directly/indirectly) engaged;
- If relevant, how you intend to document the process and disseminate the information about the project.

(If the proposed project seeks to engage specific communities outlined in the Arts Council Malta strategy in the community exchange [section](#), please identify the specific communities and outline your plan to reach this targeted group).

It is of importance to follow the COVID-19 government [directives](#) on social distancing when responding to this criterion.

Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented budget is. To make a stronger case in terms of this criterion, you are required to provide quotations to substantiate ALL budget items (please refer to the budget template in the application form).

5. SUBMITTING YOUR APPLICATION FORM

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. Should you have any queries on this matter please contact the Funding team on the email address provided below.
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 / upload all the supporting mandatory 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.

In case of difficulty, or if you would like to consult us regarding this, or any other fund, you can call us on 2334 7227 Monday to Friday between 09:00 and 16:00, or email us on 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.

Applications handed in after 12.00 (noon) of the respective deadline cannot be accepted.

6. Evaluation process

This fund is competitive and will be evaluated according to the established criteria extant within these guidelines.

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 in-house by a team comprising members from Funding and Strategy, Arts Council Malta.

The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded.

7. 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.

Any form of soliciting will automatically disqualify an application.

All information received 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.

8. 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 remaining 30% will be disbursed after the submission of the final report by the beneficiary, following approval by Arts Council Malta.

The beneficiaries must use Arts Council Malta's logo on all related material and specify that the project was supported by the Malta Arts Fund in 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.

Beneficiaries must make themselves available for visits and communication with an Arts Council Malta representative for monitoring purposes both during the implementation of the project as well as after its completion.

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.

9. REPORTING

At the end of the project, beneficiaries will be required to submit a detailed report highlighting the work carried out and the project achievements, by not later than six (6) weeks after the project is concluded. Arts Council Malta will provide a template for your report. Together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project, including visual documentation.

Beneficiaries will also be required to present a final budget together with all supporting documents.

Arts Council Malta retains the right to make use of submitted project material.

Arts Council Malta retains the right to recover funds in case these are not being used and/or are misused and/or are not used according to the submitted budget.

10. COMPLAINTS PROCEDURE

All complaints will be treated with confidentiality.

10.1 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.

10.2 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.

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.

Contact us

For more information you may call us on 2334 7227 or send us an email on fundinfo@artscouncilmalta.org.

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