

MALTA ARTS FUND

Strand 2: Project Support Grant Guidelines and Regulations - 2020





ALLOCATIONS

SESSION BUDGET	MAXIMUM ELIGIBLE AMOUNT PER PROJECT
EUR 90,000	EUR 20,000

CO-FUNDING	DISBURSEMENT
The fund may cover up to 80% of total project costs	70% upon signing of grant agreement 30% following approval of final report



TIMEFRAMES

APPLICATION DEADLINE	RESULTS	MAXIMUM PROJECT DURATION	ELIGIBLE TIMEFRAME
27th January 2020	16th March 2020	18 months	17th March 2020 – 17th March 2022
01st June 2020	27th July 2019	18 months	28th July 2020 – 28th July 2022
5th October 2020	27th November 2020	18 months	28th November 2020 – 28th November 2022

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 the Malta Arts Fund (MAF).

Application

- An application is a submission, inclusive of all mandatory documents and any annexes to the MAF 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 grant. The beneficiary is responsible for the implementation of the proposal supported by the Malta Arts Fund.

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 appoints an evaluation team for each call under the Malta Arts Fund from a pool of evaluators following a public call for evaluators. The Arts Council may appoint both local and foreign professionals in the sector of culture and the arts.

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 Malta.

Strategy2020

- Arts Council Malta’s strategy for the cultural and creative industries. The 2020 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/English-Create2020_web.pdf.

1. The programme

The Malta Arts Fund is one of our tools to address and implement Arts Council Malta’s goals outlined in the Create2020 strategy, with a particular focus on:

- Nurturing creative potential and supporting its development into professional activity by encouraging co-creation, collaboration and experimentation;
- Investing in artistic excellence by encouraging levels of creative risk and experimentation, supporting quality projects as well as identifying talent and encouraging its development.

The fund forms part of our development funding programmes which aim at investing in the development of quality-driven creative work which pushes the artists’ and the sector’s boundaries for more engaging creative experiences.

The Malta Arts Fund aims at supporting artists in taking creative risks to develop new work through research, experimentation and collaboration.

The Project Support Grant is Strand 2 of the Malta Arts Fund.

2. Who can apply?

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

This strand focuses on the development and production of an artistic project which has innovation, quality and artistic development as primary aims. This strand encourages projects aiming at boosting artistic development, nurturing experimentation and innovation, engaging and developing audiences as well as attracting new audiences, while creating experiences based on principles of excellence.

2.1 Ineligible applicants

The following are **not eligible** to apply for the Project Support Grant:

- Organisations/Activities receiving local public funds through established line-votes
- 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

Maximum eligible project timeframe: applicants will have a total of 18 months to complete their project within the 24-month eligible timeframe

Eligible Period: 24 months from result notification date

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

- Projects of an intrinsically self-sustainable nature
- Activities which are not related to culture, arts and the creative industries
- Activities whose objective is fundraising or political propaganda
- Initiatives eligible under any other state-funded programme dedicated to Maltese arts / culture
- Production of documentaries, short films, feature films, television and radio programmes
- Events held on a regular basis, including annual projects, annual festivals, school/annual shows, regular training programmes
- Individual modules credited as part of an educational course
- Projects submitted by public entities with or without a line vote
- Projects with a duration of more than eighteen (18) months

- Projects that would have already taken place before the result is notified to applicant(s)
- Incomplete applications as explained under the section 'Mandatory documentation'.

3.2 Eligible costs

This grant may cover up to 80% of costs related to your project (including artistic fees, production costs, marketing) and contingency (not more than 10% of the total project cost). The remaining 20% of the total project cost, cannot be covered through other funding programmes managed by Arts Council Malta or any other Maltese state-funded programme dedicated to arts / culture

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
- Budgets exceeding 80% of the project expenditure

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: Artistic concept (40 marks)

This criterion considers the artistic idea(s) of the project, the collaborators involved, the relevance of the concept as well as how the project will contribute towards the applicant's and participants' artistic development. This criterion focuses on how the explored artistic concept takes creative risks and develops new work based on research, experimentation and collaboration. To make your case in terms of this criterion, you will be required to explain:

- the main artistic idea to be developed through this project. Please provide your artistic vision, aims of the project, anticipated outcomes and the groundwork that led to the proposal of the concept.
- the collaborations which will contribute to the development and implementation of the artistic concept.
- how you think this project is relevant and challenging to your artistic development. Please provide your CV as well as that of your collaborators together with details about how this project will help your artistic development as well as that of the collaborators involved.
- how you think this concept will contribute towards the development of the sector and how it is relevant to the Strategy2020 goals targeted through this fund (as highlighted above).

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, workplan 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 together with a plan for logistics, possible risks envisaged and

contingency plans, including plans to obtain the necessary permits in case of an activity in a public space;

- how you think this project is likely to achieve its ambition and meet its targets.

Criterion 3: Audience engagement (20 marks)

This criterion considers how the project will engage and develop audiences as well as address new ones. By engagement we understand the role and the nature of involvement of the audience in the project and the experience which the project will offer. To make your case in terms of this criterion, you will be required to provide information about:

- your target audience and how this audience will be reached. Where possible indicate target figures in terms of audiences (directly/indirectly) engaged.

(If the proposed project seeks to engage specific communities outlined in the Arts Council Malta strategy in the [community exchange](http://www.artscouncilmalta.org/pages/the-council/our-strategy/community-exchange) section (<http://www.artscouncilmalta.org/pages/the-council/our-strategy/community-exchange>), please identify the specific communities and outline your plan to reach this targeted group).

Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented budget is. It also considers efforts to secure funds from other sources, such as the ZAAR crowdfunding platform. To make a stronger case in terms of this criterion, you are required to provide quotations to substantiate the 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 7230 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 by an evaluation team made up of independent external evaluators. Arts Council Malta will select individuals - on the basis of their independent and professional experience - from the pool of evaluators who submitted their application, following the open call for evaluators published on this website.

The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded; a pitching session will also be organised for all shortlisted candidates.

7. PITCHING

Only the shortlisted applications during the initial evaluation will be requested to attend a pitching session.

Shortlisted applicants are those scoring 60 marks or above during initial evaluation. It is solely at the evaluators' discretion to invite any applicant scoring less than 60 marks, to attend a pitching session.

The aim of the pitching session is to create an opportunity for applicants to further present their projects to the evaluators. The project applications would already have been reviewed by the evaluators and the Fund managers, before the pitching session.

During the session, the applicant has the opportunity of presenting comments, latest insights and additions to the already submitted project description.

The pitch can be presented in a variety of formats but should not be longer than five (5) minutes. During your pitch, you will be expected to explain the artistic vision of your project and communicate how you plan to implement it. This five-minute pitch will be followed by a Q&A session with the evaluation panel.

8. 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 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.

9. 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 the fund'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.

10. REPORT

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.

11. COMPLAINTS PROCEDURE

Filing a complaint will not affect your chances of receiving support from Arts Council Malta in the future. All complaints will be treated with confidentiality.

11.1 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.

11.2 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.

12. STATE-AID

These Guidelines are in line with the Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (the de minimis Regulation).

The total amount of de minimis aid granted to a single undertaking shall not exceed the amount of €200,000 over any period of three consecutive fiscal years.

The term 'Undertaking' includes also all companies in a group (which fall under the direct or indirect ownership or control of the same ultimate parent company) and relevant partner and linked enterprises as defined in Annex I of Commission Regulation (EC No. 800/2008).

This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this aid scheme and any other State aid measure granted under the de minimis rule including that received from any entity other than Arts Council Malta. Any de minimis aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The *de minimis* declaration form shall be filled in only by successful applicants upon signing of the Grant Agreement. However, applicants should be aware and knowledgeable of their State Aid position prior to applying for the Fund. Should a successful applicant not be eligible to receive *de minimis* aid, said applicant will be deemed ineligible and the next ranked applicant will be awarded.

In line with the *de minimis* State Aid regulation, records regarding *de minimis* aid shall be maintained for 10 years from the date on which the last individual aid is granted under the Scheme.

Contact us

For more information you may call us on 2334 7230 or send us an email on fundinfo@artscouncilmalta.org.

Guidelines updated on 28th August 2019