

Call for Proposals for Original Musicals in the Maltese Language (2022 – 2026)

Guidelines and Regulations



ISSUED: 04th June 2021

Allocations

SESSION BUDGET	MAXIMUM ELIGIBLE AMOUNT PER PROJECT
EUR 75,000 in-kind services	EUR 75,000 (annually for a period of five years)

CO-FUNDING	DISBURSEMENT
The beneficiary will invest a minimum of EUR 100,000 per year for a period of five years	To be determined on a case-by-case basis

Timeframes

DEADLINE	RESULTS	ELIGIBLE TIMEFRAME
04th July 2021	03rd August 2021	04th August 2021 – 04th August 2026

1. Introduction

Arts Council Malta (ACM), in line with its vision to support new home-grown work, has partnered with the Mediterranean Conference Centre (MCC). This partnership will provide stable support for an organisation to plan ahead, grow, develop and deliver ACM's strategic goals, and primarily addresses creative professionals and the development of new Musical Theatre work in the Maltese language.

The aims of the partnership are in line with Arts Council Malta's objectives to:

1. Nurture creative potential and support its development into professional activity
2. Invest in artistic excellence
3. Provide more opportunities for people to engage in creativity
4. Develop new, relevant work in the Maltese language
5. Develop private-public partnerships in the creative sector

This call for proposals is for an organisation to partner with ACM and MCC for the production of a regular musical theatre production in Maltese to be performed live between July and August every year for a period of five years (2022 – 2026).

ACM and MCC will be receiving applications from existing organisations that have the potential to make this significant contribution to the priorities and ambitions highlighted above, by proposing their vision of this regular event. The highest ranking application will be selected based on the criteria defined below.

ACM will be issuing a yearly maximum amount of €25,000 excl. VAT (payable to MCC) for the use of the Republic Hall and ancillary services as defined in Section 3. MCC will allocate an annual amount of €50,000 excl. VAT worth of production expenses as defined in Section 3. MCC and ACM will sign a five-year contract with the beneficiary following negotiations on the proposed budgetary plans, timeframes and modus operandi.

ACM and MCC reserve the right to award or nullify the partnership prior to the signing of the contract.

2. Eligibility

Applications will first be screened in terms of eligibility. Applications which are ineligible in terms of the points below shall not be processed further and shall not undergo evaluation.

Maximum eligible timeframe to implement the project: 60 months

2.1 Who can apply?

The call is open to applicants who qualify as one of the following:

- Entities registered with the Malta Business Registry (including companies, partnerships, foundations and organisations/associations)
- Groups, Collectives and Consortia
- Registered Cooperatives
- Voluntary Organisations

Applicants must be Maltese citizens; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of a Maltese passport.

2.2 Who cannot apply?

- Applicants whose profile is not verified due to it being incomplete for not having the below mandatory documents:
 - 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
 - A signed statute in the case of a Voluntary Organisation
- 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.
- In the case of registered entities, entities which have not presented the required annual documentation to the Malta Business Registry.
- Organisations/Activities receiving local public funds through established government line-votes.
- Organisations, subsidiaries or parent organisations whose primary activity is providing education and training services.
- Organisations which do not have a registered address in the Maltese Islands and/or which are not registered with the Commissioner for Voluntary Organisations.
- Organisations whose objective is political in nature.
- Organisations which do not have a registered address in the Maltese Islands.

3. Conditions and Duties

3.1 Conditions and duties of ACM and MCC

MCC will provide the venue, including:

- The use of the Republic Hall, tale quale, for thirty (30) days and up to 10 show dates, and 10 idle days to be agreed upon between both parties in July and/or August of every year in agreement with the MCC.

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- Stage Electricity: Up to 1,000 units per Performance (total of 10,000 units from the first day of moving in)
- Up to 8 usherettes per Performance
- One Electrician per Performance and Stage Rehearsal
- One Duty Manager per Performance
- Cleaning Services after each Performance
- Toilet Attendants during each Performance
- Two Doormen per Performance
- One Stagehand during Stage Rehearsals & Performances
- Removal of seats in Stalls if needed and requested in due time
- Use of variety steps if needed and requested in due time
- Use of Booking Office and ticketing system at the MCC. The current MCC ticketing system can be used in agreement between both parties
- Appropriate rehearsal rooms for 60 days prior to moving in on stage, to be agreed upon between both parties in June, July and/or August every year
- Air-conditioning in the Republic Hall during Rehearsals and Performances
- Space for advertising banners for three weeks prior to the show's premiere.
- €50,000 + VAT for production expenses, paid on the presentation of fiscal invoices. Eligible expenses are at the discretion of Arts Council Malta and the MCC and will be based on the proposal of the organisation and finalised at contract level

3.2 Conditions and duties of the beneficiary

The beneficiary will invest a minimum of €100,000 per year which includes (but is not limited to):

- The conception, commission and production of an original script, score and recording of a Musical in the Maltese Language including writers, composers, recording studio, live singers, dancers and musicians
- Artists' fees/Management fees
- Rental of any additional spaces other than the MCC including the recording studio
- Any Travel & Accommodation
- Any further costs related to on-the-day organisation of the live musical
- Professional cast recording of the show and physical and/or online production of the album
- Professional filming of the live Musical Theatre show
- Any light, sound, audio-visual or rigging equipment
- Appropriate Insurance and Risk Assessments
- Marketing, Advertising and PR
- Contingency (not exceeding 10% of the total cost)

The beneficiary will pay MCC 20% of the net box office revenue to be paid within thirty days after the last performance. (Should the box office revenue be managed by MCC, 80% of the net box office revenue will be transferred to the producer within thirty days after the last performance.)

This call is for the co-production of five new, original musicals. A new, original musical needs to be produced each year. Each new, original musical can be inspired and based on previous

literature if all licensing and rights have been acquired, however it needs to be a new, original musical theatre piece, primarily in the Maltese Language.

4. Selection Criteria

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

4.1 Criterion 1: Concept (40 marks)

This criterion considers the artistic ideas(s) of the proposed Musical Theatre Show primarily in the Maltese Language between 2022 and 2026 as well as its strategic vision, aims and objectives in relation to the applicant. This may also include the collaborations being proposed. Thus the following questions are to be addressed:

- What are the artistic rationale and specific objectives that inform your proposal? (15 marks)
- What are the anticipated and desired outcomes of your proposal and how will these outcomes be achieved? (10 marks)
- How do you think this proposal is relevant and challenging to the artistic development of the organisation and that of the main collaborators? The organisation's track record and that of the collaborators is required. (15 marks)

4.2 Criterion 2: Project Management (20 marks)

This criterion considers the level of commitment and preparation for the proposal as well as the plan to deliver and achieve the targeted objectives. Thus, the implementation timeline for deliverables and relevant timeframes need to be made evident and justified accordingly together with the relevant risk management. The following questions need to be addressed:

- How is it planned to deliver the proposal? (e.g. timeframes, workplans, responsibilities, skills and track record of people managing projects, logistics plan) (10 marks)
- What is the degree of flexibility in the plan given the risks and uncertainties? What are the mitigation measures envisaged in view of the identified risks? (e.g. contingency plans, risk assessments, health and safety measures, possible adjustments that may take place). Are there any necessary permits, copyright issues and other legal, ethical and administrative matters to be addressed? (10 marks)

4.3 Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement and development of established and/or new audiences. Engagement refers to the role, the nature of involvement in the activities, and the experience offered to the audience. This criterion evaluates the level of engagement based on the proposal in line with the following questions:

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- Who are your target audiences and how will these audiences be reached? (10 marks)
- Can you provide an outline of the marketing, PR and communications plan as deemed relevant to the proposal? Why did you opt for your chosen methods? (Note: the communications plan should also include internal dissemination which may not be at a public level) (10 marks)

4.4 Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budgetary plan is. It also considers efforts to secure funds from other sources. The following questions will need to be addressed:

- What are the budgeted costs that are both directly and indirectly linked to the delivery of the proposed programme of activities? (e.g. fixed costs that are ongoing such as maintenance as well as artistic fees for specific productions) (10 marks)
- What is the budgeted income for the proposed programme/s of activities? (10 marks)

5. Submitting the Application

Follow these steps to apply:

1. Read these guidelines and regulations very carefully
2. Check whether your proposed idea can be addressed by this scheme
3. Click the link, which takes you to the online application system
4. Create your profile with Arts Council Malta by clicking Register and filling in the details
5. From the open calls section, select the online application for the scheme you intend to apply for
6. Follow the instructions step by step. Fill in all the information required in the online application, including the budget, and attach the supporting documentation
7. Submit the application. You should receive an automatic acknowledgement notification generated by the system. If you do not receive such a notification, contact us on applyforfunds@artscouncil.mt.

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 and documentation, your application will not be processed and evaluated.

ACM and MCC representatives will not be checking your application forms prior to the deadline for applications. It is solely at ACM and MCC's discretion to request that applicants provide any missing mandatory documentation following the call's deadline.

Upon submission of the application, applicants accept that should the proposal be awarded, the name of the applicant/organisation and the proposal title may be published by Arts Council Malta.

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

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

5.1 Checklist

The application should include the following:

- A copy of the VAT Certificate of Registration
- A most recent Good Standing Certificate – this document is renewed annually by the Malta Business Registry and is proof of compliance
- A copy of the cover letter signed by the legal representative/s of the organisation
- A detailed strategic plan
- A detailed income-expenditure budget for year 1 accompanied by budgetary plans and forecasts covering three years
- Relevant supporting documents such as photos, videos, correspondence, and official documentation confirming points listed in the application together with quotes and past invoices justifying figures in the budget, where possible.

All information requested in this document must be provided. Any additional materials are to be submitted together with this document. ACM and MCC reserve the right to request further documentation.

6. Selection Process

Eligible applications will be assessed by an evaluation team made up of ACM and MCC representatives.

The evaluators will present an assessment of each of the proposals indicating the relevant rating awarded. As specified above, each criterion is allocated several specific marks. The Board's decision depends primarily on the needs expressed by this call for proposal. Only the name of the successful applicant will be published online. ACM and MCC reserve the right not to consider any submitted proposal if it does not match the priorities of this call for proposals.

7. Implementation and Contract

If the successful applicant is approved, the organisation will be requested to sign a contract specifying the conditions of the agreement with ACM and MCC. When accepting the collaboration, applicants accept that the name of the organisation and the title of the proposal may be published by ACM and MCC. All aspects of this proposal are subject to discussion with ACM and MCC and finalisation of a detailed agreement which may include specific conditions and which will also determine production timeframes. The beneficiaries must use the ACM and MCC logos on all related material and mention these in all marketing, PR, audio-visual and printed material.

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7.1 Reporting

At the end of your project, you 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 your project is concluded. ACM and MCC will provide a template for your report. If relevant, together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project. Beneficiaries will also be requested to submit evidence of the research process, which includes visual documentation, blogs and other documentation.

You will also be required to present an annual progress report together with all supporting documents and an Action Plan for the following year.

ACM and MCC retain the right to make use of submitted proposal material.

ACM and MCC retain 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.

8. Complaints

Filing a complaint will not affect the chances of receiving support from ACM or MCC in the future. All complaints will be treated with confidentiality.

8.1 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:

- MCC's, ACM's or the 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, and complaints have to be in relation to the project which they have submitted.

8.2 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

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made to Arts Council Malta within five (5) working days of receipt of the decision. A reply to the complaint will be sent to the complainant within ten (10) working days.

In case you are not satisfied with the reply, Arts Council Malta and MCC will convene a Board that will discuss your complaint further. If you approach our complaints procedure, you accept that we may use information about your project to address the complaint and also accept that the decision of the Board will be final and binding whatever the decision.

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