

# Professional Development Grant

**Guidelines and Regulations 2021**



ISSUED: January 2021



## **ALLOCATIONS**

<b>SESSION BUDGET</b>	<b>MAXIMUM ELIGIBLE AMOUNT PER PROJECT</b>
<b>EUR 25,000</b>	<b>EUR 2,000<sup>1</sup></b>

<b>CO-FUNDING</b>	<b>DISBURSEMENT</b>
The fund may cover up to 100% of total project costs	70% upon signing of grant agreement 30% following approval of final report

## **TIMEFRAMES**

<b>DEADLINE</b>	<b>RESULTS</b>	<b>ELIGIBLE TIMEFRAME</b>
04th February 2021	18th March 2021	19th April 2021 – 19th April 2022
20th July 2021	01st September 2021	02nd October 2021 – 02nd October 2022

<sup>1</sup> An additional EUR 1,000 may be allocated for travel support and assistance to artists with a disability.

## 1. Introduction

The Professional Development Grant is one of our tools to address and implement Arts Council Malta's ongoing strategy, with a focus on nurturing creative potential and supporting its development into professional activity. The Professional Development Grant supports the continuous professional development of Maltese or Malta-based artists, cultural operators and students who are active in the cultural and creative sectors and who seek to engage in short term professional training to improve their skills and advance their specialization.

The programme reflects the drive towards further professionalisation of the cultural and creative sector and the promotion of an entrepreneurial culture among creative professionals. It provides opportunities to strengthen the knowledge base and strategies of cultural and creative enterprises. By investing in processes designed to improve the quality that is needed to generate artistic work of excellence, our goal is to support the development of a sustainable creative ecology, providing value added and job opportunities in the sector.

The objectives of the fund are:

- To support the continuous professional development of artists and cultural operators in exploring, developing skills, building networks and engaging in national and international collaborations
- To foster excellence in the fields of art and culture, and the advancement of knowledge and capabilities in such related fields
- To invest in training and increase opportunities for artists and creative professionals.
- To encourage professional intellectual growth and productivity
- To encourage creative professionals to continue building their skill sets and to engage in platforms both on a national and international level.

## 2. Definitions

Activities falling within the cultural and creative sector:

1. Arts (literature, visual arts, music, performing arts, interdisciplinary)
2. Creative Business Services (design, architecture, cultural tourism and cultural services).
3. Heritage (crafts, traditional festivals and celebrations, cultural sites, antiques)
4. Media (publishing and printed material, audiovisuals, including film and video production, film servicing, television, video games, radio, online media).

Applicant

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



### Application

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

### Beneficiary

- The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Scheme.

### Cooperatives

- Cooperatives must be registered with the Koperattivi Board and enlisted on the Cooperatives directory available at: (<https://economy.gov.mt/en/coops/pages/coops.aspx>).

### Creative professionals

- All artistic and creative individuals professionally active in the cultural and creative sectors.

### Eligibility

- Applicants are screened by the Senior Fund Executive in terms of eligibility. Applications are screened to determine eligibility in terms of section three (3) of these guidelines. Applications that are not eligible shall not be processed further and shall not undergo evaluation.

### Evaluators

- Arts Council Malta appoints a team of external sectorial experts for each call within this scheme; the appointed board may be composed of local or foreign professionals.

### Evaluation

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

### Formation programme

- A development programme is any formation programme followed by the students and young artists within a particular creative field. The programme may form part of the formal or informal education of the student/young artist.

### 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 a Maltese citizenship certificate; or 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.

### Management and Administration:

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



#### Mandatory documentation:

- Any document(s) needed to support your proposal and aiding the evaluation of your project (eg. track records, portfolios, artistic CVs, official correspondence confirming rental of space, permits or other)

#### Maximum Funding:

- There is a ceiling amount of €2,000 per project to be allocated. This will be decided on a case-by-case basis depending on the project.

#### Public Cultural Organisations

- Public cultural entities which fall under the remit of Arts Council Malta are Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, Valletta Cultural Agency, MICAS, Festivals Malta, Kor Malta and ŻfinMalta.

#### Registered Entities

- An entity, legally established and registered in Malta. Registered entities must be registered with Malta Business Registry, in accordance with the Companies Act requirements in the case of a company or a partnership, and in accordance with the Civil Code in the case of a Foundation and an Organisation/Association.

#### Voluntary Organisation

- An organisation should be legally established and/or publicly registered in Malta, and must have 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.

## 3. Eligibility

Projects will first be screened in terms of eligibility. Ineligible proposals in terms of the points below shall not be processed further and shall not undergo evaluation.

**Maximum eligible timeframe to implement the project:** 12 months from the result notification date. Projects must, however, be implement within a maximum of eight (8) months of the start date indicated in the application form.

### 3.1 Who can apply?

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

Applicants may be:

- Individual artists
- Groups, Collectives and Consortia



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

Applicants may be creative professionals, organisations, groups, cooperatives or companies active in the arts or students already undergoing formation in a creative or artistic field. In the case of students, the programme proposed must be in line with their studies, however, it must not substitute or form part of their formal or informal formation programme.

### 3.2 Who cannot apply?

- Applicants whose profile is not verified due to it being incomplete profile 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
- Organisations who do not have a registered address in the Maltese Islands.
- Organisations/Activities receiving local public funds through established government line-votes.
- 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 who have not presented their updated accounts to the Commissioner for Voluntary Organisations. In the case of registered entities, entities who have not presented the required annual documentation to the Malta Business Registry.

### 3.3 What costs can be covered<sup>2</sup>

This grant may cover up to 100% of the following costs (up to a maximum of €2,000 per project, whichever is the lowest).

- Fees related to training and development
- Artistic fees for services of mentorship or services related to devising and implementation of training programmes.
- Project Management (including but not limited to administration, coordination and/or development)
- Other fees directly related to project implementation (including but not limited to legal, service providers, participation fees, linguistic fees etc.)

---

<sup>2</sup> All costs will be considered only if these resources are not already covered/cannot be covered by the applicants or supporting/partner organisations.



- Rental of spaces
- Hire/Purchase of equipment (purchase of equipment will only be considered if deemed necessary to the project)
- Health and Safety measures
- Marketing, PR and communications (not exceeding 10% of project total, these may include but are not limited to photography and videography which may be used for the young artists' portfolio)
- Insurance
- Travel VISA
- Travel (economy class), including but not limited to: public transport, air travel, car / vehicle rental)
- Standard Accommodation (excluding long-term rental, or part of)
- Travel (economy class) and standard accommodation of chaperon (this will be considered on a case-by-case basis)
- Contingency, not exceeding 10% of the total cost.

For more information about presenting your budget, refer to our General Budget Guidelines available on: <https://www.artscouncilmalta.org/pages/funds-opportunities/restart-schemes-2021/general-budget-guidelines/>

### 3.4 What costs cannot be covered?

- Costs which are already covered through usual operational budgets (space which is owned by the applicant or the partner/supporting organisation/individual)
- Reimbursement of salaries or part of
- 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
- Retroactive costs
- Fees for services provided by Public Cultural Organisations or other public agency, Government department or Ministry
- Subsistence, catering and hospitality
- Funding for the creation or upholding of bursaries, prizes or scholarships.

### 3.5 What applications are not eligible?

- Training programmes required to renew professional licenses or accreditations
- Courses which, taken as a whole, have a duration longer than eight (8) months
- Activities whose objective is fundraising or political propaganda
- Initiatives eligible under the Malta Film Fund, VOPS, Malta Arts Scholarship, Għaqda Kazini tal-Banda, National Book Council, Valletta Cultural Agency or any other state-funded programme dedicated to Maltese arts/culture



- Activities that are not related to culture, arts and the creative industries
- Events held on a regular basis, including annual projects, annual festivals, school/annual shows, regular training programmes
- Applications submitted by public entities with or without a line vote.
- Individual modules credited as part of an education course or research as part of established academic programmes
- Projects that would have already taken place before the result is notified to applicant(s)
- Incomplete applications as explained under 'section 5.1 – Checklist' of these guidelines
- Projects whose duration does not fall within the eligible timeframe.
- Applications submitted after noon (12:00) of the respective day of deadline.

Any other activity which may be developed outside the scope of the *Professional Development Grant* is not eligible for support.

Applicants can submit more than one application under the same call, however only one of the applications can be funded per session.

## 4. Evaluation

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

### 4.1 Criterion 1: Concept (40 marks)

In terms of this scheme this criterion considers the concept, plan and intention of the applicant. This criterion also considers the impact of the proposed programme to the formation of the creatives, collaborators and participants when relevant. Specifically the applicant should answer the questions below: How relevant is the proposed programme to the training needs of the applicant vis-à-vis the current stage in their career and/or formation?

- How relevant are the proposed learning outcomes to the applicant's professional development?
- What are the merits of the learning platform and/or programme proposed?
- Does the method of delivery and professionals engaged in the programme (tutors, mentors etc) support the applicant's training needs?

### 4.2 Criterion 2: Project Management (20 marks)

In terms of this scheme this criterion considers the level of commitment and preparation prior to the proposal as well as the proposed plan to deliver and achieve the objectives of the application.

- Are the learning outcomes clear and well defined?





- Does the application provide sufficient evidence of the applicant’s ability to manage the activity (including financial management and co-funding, if necessary) responsibly and successfully?

#### 4.3 Criterion 3: Audience Engagement (20 marks)

In terms of this scheme this criterion considers the engagement of the creatives and creation of new national and international networks. Engagement refers to the role, the nature of involvement and the experience of the creatives and collaborators when relevant.

- Will this programme expose the artist to new national/international networks?
- Will the programme provide the applicant with further opportunities for collaborations, dialogue and exploration on a national/international level?

#### 4.4 Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is.

- Is the application and budget presented well researched and planned?
- Are the objectives of the project clearly reflected throughout the application and financial plan?

## 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. Press the link that will take you to the online application system
4. Create your profile with Arts Council Malta by clicking on Register and filling in the details
5. From the open calls section, select the online application for the scheme you intend to apply
6. Follow the instructions step by step. Fill in all the required information from the online application including the budget and attach the supporting documentation
7. 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@artscouncil.mt](mailto:applyforfunds@artscouncil.mt).

In case of difficulty, or if you would like to consult us regarding this fund, you can call us on 2334 7230 Monday to Friday between 09:00 and 16:00, or email us on [fundinfo@artscouncil.mt](mailto:fundinfo@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.

Prior to the 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.

Upon the submission of the application, applicants accept that should the application be awarded funding, the name, the project title and the amount awarded can be published by Arts Council Malta.

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

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

## 5.1 Checklist

In order to be complete applications must be accompanied by:

- Reference letter by tutor or mentor in the case of students
- When relevant, acceptance letter by institution or platform
- Applicant biography/artistic CV to be included in the applicant profile
- Audiovisuals showing the artistic ability of the applicant where applicable.

## 6. Evaluation process

This scheme is competitive and will be evaluated by a panel of three sectorial experts 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 selected by the Council on the basis of their professional experience. 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.



## 6.1 Communication of results

On the day indicated on page 2, 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@artscouncil.mt](mailto:fundinfo@artscouncil.mt) 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 Senior Fund Executive, 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.

## 7. Project implementation and monitoring

Beneficiaries must provide full documentation to support the application and budget plan within 30 days from receipt of the notification letter. The Council will accept a variation of up to 5% from the proposed total cost. The contingency indicated in the budget plan will support any variations from the proposed total cost. Under no circumstances will the Council be in a position to increase the grant awarded.

Upon provision and approval of the above mandatory documentation, a contract specifying the conditions of the fund will be signed. The grant may only be awarded upon completion of the above process within the established timeframe.

Seventy per cent 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 Arts Council's logo on all related material and specify that the project was supported by the grant as follows: **Supported by Arts Council Malta**, 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 Arts Council Malta representatives 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.

## 7.1 Report

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. Arts Council Malta 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 a final updated 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.

## 8. 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.

### 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:

- 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.



## 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 made to the Director of Funding and Strategy, 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.

## Need advice?

ACM offers pre-submission consultation services to help secure support for your project. We are there every step of the way. We can help you determine whether the core concept and profile of your project are in line with the targeted support mechanism, and provide feedback on the way you plan to present your project. Plan ahead and get in touch with us at least four weeks before the submission deadline, to make the best of our services.

You are welcome to call us on 2334 7230, on weekdays, between 09:00 and 16:00, or to send us an email on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

**Guidelines updated on 05th January 2021**