



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2022	Application Reference Number: PSG ____ / 22 / ____

PROJECT SUPPORT SCHEME

APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 30,000. Applicants may request up to 80% of the project expenditure)

Reference Number

1. GENERAL INFORMATION

1.1 Project Title

1.2 Project type

1.3 Primary area of activity

1.4 Secondary area of activity

TEMPLATE

1.5 Project Description

Insert Project Description

1.6 Project Description Summary

Provide a summary of the project description in not more than 150 words. Should the proposal be awarded funding, this description will be featured on artscouncil.mt

TEMPLATE

1.7 Did you ever benefit from public funds?

Yes

No

1.8 If yes, kindly specify the name/s and dates of the funds awarded in the past three years.

1.9 Additional Documentation

+ Add files

2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including travelling and training activities.

Start Date ___/___/___ (Eligible timeframe 15/07/2022 – 15/01/2024)
End Date ___/___/___

Step 1: _____ From: ___/___/___ to ___/___/___ Description: TEMPLATE
Step 2: _____ From: ___/___/___ to ___/___/___ Description: (Add steps as required)

Additional Documentation: + Add files
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3. Profiles

CV Insert CV of applicant

Profile 1 Name
 Role
 Bio Note
 Artist CV

TEMPLATE

Insert Artist CV of Profile 1

Add Profiles as required

<p>Additional Documentation: + Add files</p>
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4. Criteria

Criterion 1: Concept (40 marks)

In terms of this scheme, this criterion considers the concept idea(s) of the proposal, the collaborators involved, the relevance of the concept as well as the contribution towards the beneficiary, collaborators and participants.

- a. Please explain the main artistic idea to be developed through this project, identifying any specific community needs that the project may address (such as cultural participation, solidarity, social justice, environmental responsibility, community development, increased holistic well-being). Please provide your vision, aims of the project, anticipated outcomes and the groundwork that led to the proposal of the concept. (10 marks)
- b. How is the proposed project innovative? And how would the grant help you to experiment and push boundaries in terms of the work being proposed and the collaborations involved? How does the project create spaces for creativity, dialogue, sharing and radically inclusive programming? What networking and collaborations with key players are in place? (10 marks)
- c. How is this project relevant and challenging to your artistic development and to that of your collaborators? How are diversity of cultural practice and trans-sectoral approaches, knowledge-sharing and transferability encouraged? How are due ethical considerations being addressed, and what safeguards are in place? (10 marks)
- d. Please provide your track record, and/or portfolio (if relevant) as well as that of your collaborators together with details about how this project will help in your artistic development as well as that of the collaborators involved. (5 marks)
- e. How does your project relate to Arts Council Malta's long-term vision and mission? (5 marks)

TEMPLATE

Additional Documentation:

- + Audiovisuals / portfolio showing the applicant's work, if applicable
- + Letters of intent from Collaborators
- + Acceptance letter by institution, platform or venue, if applicable

- + Add files

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 aims and targets.

- a. Please submit a plan to develop the artistic concept. Include a step-by-step timeframe, methodology, workplan with collaborators involved, including skills, track record and/or portfolios of the individual / group managing the project, their role(s) within the project together with a plan for logistics, possible risks envisaged and contingency plans. Please explain the diversity of the project team and how it is representative of the communities addressed by the project. (10 marks)
- b. How likely is it that this project will achieve its ambition and meet its targets? Please explain your strategy to evaluate the effectiveness of the project, throughout the process and at the end of the project. What internal monitoring and quality auditing mechanisms are in place? How strong are the sustainability considerations and plans for continued development beyond the project end-date being incorporated in the management plan? (10 marks)

TEMPLATE

Additional Documentation:

+ Add files

Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement and the development of established and new audiences, as well as dissemination plans for research projects. Engagement refers to the role, the nature of involvement and the experience offered to the audience. Whilst dissemination refers to the methods adopted by the applicant to spread the results of the project.

- a. How do you intend to document the project process and disseminate the information about the project? How sustainable and open are the dissemination channels used? What will the project's longer-term legacy be? (10 marks)
- b. Who is your target audience and how will this audience be reached? Why has this particular audience or community been selected? How does the project reflect upon issues of diversity and inclusion? Does the project adopt a participatory approach in its engagement strategy? Please identify any community/communities that the project is actively and directly engaging as core participants, explaining the likely reach and impact of the proposed community-based intervention. Please explain your strategies for engaging with these specific audiences and communities? Also consider things like language opportunities/barriers; timing; pricing; getting there; facilities, hygiene and comfort; fringe events (targeting different ages and interests). (10 marks)

TEMPLATE

Additional Documentation:
+ Add files

Criterion 4: Budget (20 marks)

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

- a. Please provide a clear budget breakdown including expenses directly related to the proposed project. Kindly explain the rationale for the expenses of the project (20 marks).

TEMPLATE

Additional Documentation:

- + Good Standard certificate of Registration, in case of a registered company
- + Add files

5. Budget

5.1 Add VAT Certificate of Registration
Upload file

5.2 Tick where applicable
 Registered under Article 10*
 Registered under Article 11 (Exempt)

*Applicants registered under Article 10 who will recover VAT, need to exclude recoverable VAT from the budget.

I hereby declare that to my knowledge the correct declarations are made to Arts Council Malta, and that the proper VAT status is declared. In the case of false declaration, I assume full responsibility of with the applicable consequences.

5.3 Expenditure Artistic fees
Project management fees (including but not limited to:
administration, coordination, development)
Add other expenditure

Income Total amount requested from fund
Add other sources of income

Attach Quotes if available

TEMPLATE
