



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2021	Application Reference Number: PSG ____ / 21 / ____

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

TEMPLATE

1. GENERAL INFORMATION

1.1 Project Title _____

1.2 Project type _____

1.3 Primary area of activity (kindly specify whether it is a research-based proposal, or a project-based proposal or a mix of both)

1.4 Secondary area of activity _____

1.5 Project Description

Insert Project Description

TEMPLATE

1.6 Did you ever benefit from public funds?

Yes

No

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

1.8 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 06/12/2021 – 06/06/2023)
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

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CV Insert CV of applicant

Profile 1 Name _____
 Role _____
 Bio Note _____
 Artist CV 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. Explain the main research / artistic idea to be developed through this project. 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? (10 marks)
- c. How is this project relevant and challenging to your artistic development, that of your collaborators? 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. (10 marks)
- d. How does your project relate to Arts Council Malta's long-term vision and mission?(10 marks)

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Additional Documentation:

Audiovisuals / portfolio showing the applicant's work, if applicable
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. (10 marks)
- b. How likely will this project achieve its ambition and meet its targets? (10 marks)



+ Add Letters of intent from collaborators

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? (10 marks)
- b. Who is / would be (in the case of research projects) your target audience / participants and how will this audience / participant be reached? Where possible indicate target figures in terms of audiences / participants (directly/indirectly) engaged. (10 marks)

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Additional Documentation:
+ Add files

Criterion 4: Budget (20 marks)

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

- a. Is the application and budget presented well researched and planned? (10 marks)
- b. Are the objectives of the project clearly reflected throughout the application and financial plan? (10 marks)

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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.

Project Support Scheme



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

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