



IL-PREMJU TAL-PRESIDENT
GHALL-KREATTIVITÀ



Il-Premju tal-President għall-Kreattività Guidelines and Regulations

Issued: May 2022



ALLOCATIONS

| SESSION BUDGET | MAXIMUM ELIGIBLE AMOUNT PER PROJECT |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|
| €120,000 | €30,000 per project for the duration of three consecutive years <u>subject to availability of Government funds</u> |

| CO-FUNDING | DISBURSEMENT |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 100% of total expenditure up to a maximum of €30,000 (whichever is the lowest) during a period of 3 consecutive years | A maximum of €10,000 per year. To be disbursed at a rate of 100% in years 1 and 2 and at a rate of 70% / 30% in year 3. |

TIMEFRAMES

| Submission Deadline | Notification | Eligible Time Frames |
|----------------------------|---------------------|---------------------------------------|
| 23 June 2022 | 12 August 2022 | 12 September 2022 – 12 September 2025 |

1. Introduction

Il-Premju tal-President għall-Kreattività is one of a series of initiatives aimed at strengthening inclusivity, community development and well-being through cultural participation and creative expression. The programme forms part of a diverse portfolio of schemes and initiatives to maximise the potential of Malta's creative growth by encouraging engagement in the cultural sectors, facilitating cultural exchange, and championing cultural rights.

The potential of creative expression in fostering social and cultural change and regeneration has been shown and proven in a number of contexts, including those characterised by socially challenging environments, poverty, and exclusion. This understanding is the basis for Il-Premju tal-President għall-Kreattività.

The programme provides recognition and support at the highest level of the State for collaborations between organisations active in the sector of Arts and Culture and in the Social Sector respectively – especially those working with disadvantaged groups, to engage the groups in creativity and arts-driven projects and increase their level of integration and engagement in society.

Il-Premju tal-President għall-Kreattività is linked to the implementation of Arts Council Malta's ongoing strategy – with a particular focus on championing cultural rights and providing further opportunities for people to engage in creative expression.

The Programme is specifically linked to important priorities articulated in the Council's ongoing strategy, namely – to invest in:

- A wider spectrum of quality work that inspires community cultural exchange and engages with a broader range of people – both as participants and audience
- Artists and organisations that promote cultural diversity and address cultural inclusion and accessibility
- Championing cultural rights.

The Award forms part of our funding programmes for community exchange, which aim at investing in:

- Increased cultural participation across Malta and Gozo
- Better understanding and engagement between artists and communities
- More diversity in cultural programming
- More importance devoted to a culture that is much more representative of Maltese society in general.
- Sustainable development

II-Premju tal-President għall-Kreattività aims at:

- Supporting organisations and institutions that target the social needs and well-being of the community, especially disadvantaged and hardly-reached groups – with a special emphasis on children, youth, senior citizens, hardly-reached groups, disabled people, people with different ethnic backgrounds – through cultural participation and creative expression
- Providing disadvantaged groups with accessibility to a wide range of quality art experiences and art-engagement activities, as well as acting as a platform for young promising talent and intergenerational as well as intercultural dialogue
- Incentivising the contribution of organisations active in the arts and culture sector towards community development and collaborative arts projects.

The Programme is aimed at supporting projects or programmes that target the aims of II-Premju tal-President għall-Kreattività, as established earlier on in Section 1 of the Guidelines and Regulations. The application may seek support for a pilot initiative, or for the development of an initiative that the Organisation has already tried and tested.

II-Premju tal-President għall-Kreattività is coordinated by Arts Council Malta, under the patronage of H.E. The President of Malta

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)

Award (the)

II-Premju tal-President għall-Kreattività

Applicant

An applicant is an organisation, entity or institution; whether public, non-governmental or private. Applications shall not be filed by individuals in their own name. Applicants must not be employees of Arts Council Malta or of the Office or the President or involved in the management of the Programme.

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 Programme.

Cooperatives

Cooperatives must be registered with the Koperattivi Board. For more information visit <https://maltacooperativefederation.coop/coops/bord-tal-koperattivi/>

Eligibility

Applications will first be screened in terms of technical and artistic eligibility by the Fund administrators and managers. Proposals which are not considered eligible in terms of the set criteria shall not be processed further and shall not undergo evaluation.

Evaluation

Applications deemed compliant and eligible are assessed against the criteria established in these Regulations and Guidelines by the appointed evaluators.

Evaluators

Arts Council Malta, in collaboration with the Office of the President, appoints an evaluation team for each call under the Programme – selected from Arts Council Malta's pool of Evaluators. The Arts Council may appoint both local and foreign professionals in the sector of culture and the arts.

Higher Education Institutions

Education Institutions offering post-secondary and tertiary education. These include Giovanni Curmi Higher Secondary School, Sir Michelangelo Refalo Sixth Form, Junior College, MCAST, University of Malta.

Management and Administration

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

Mandatory Documentation

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

Programme (the)

Il-Premju tal-President għall-Kreattività funding programme.

Public Cultural Organisations

Public cultural entities falling under the remit of Arts Council Malta which include Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, Valletta Cultural Agency, Malta International Contemporary Arts Space, Festivals Malta, Teatru Malta, Kor Malta and ŻfinMalta.

Quality arts

Arts driven by excellence. In community arts, the primary emphasis lies on the quality of the participatory creative process, with due consideration to quality outcome – which fosters a passion for creative expression and cultural participation and contributes towards increasing well-being.



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 legally established, and/or publicly registered in Malta, having a statute. Voluntary organisations must be enrolled 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

3.1 Who can apply?

Applicants must be working in the field of social and community development, or active in any cultural and creative field to be eligible. The project must target the needs of disadvantaged groups by means of art and creative expression and cultural participation. Applicants must 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
- Schools and higher education institutions or public institutions
- Voluntary Organisations enrolled with the Commissioner for Voluntary Organisations.

Individuals are not eligible.

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.

The Award supports organisation development and collaboration between organisations active in the field of arts and culture and organisations active in the field of social and community development.

Two or more organisations shall collaborate to develop a community arts project or programme and ensure that the professional delivery of the project is maintained both from the artistic quality perspective as well as in terms of the care and attention needed by the identified participants. The application shall clearly demonstrate the benefits of the project to the community

N.B. An organisation may benefit under one or both strands of the Programme, under any given call.

An organisation may submit more than one proposal under a given strand at any given call. Yet, the organisation may only be supported for one project under a given strand, under the given call.

3.2 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); 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
- Individual applicants.
- In the case of registered entities, entities which have not presented the required annual documentation to the Malta Business Registry
- In the case of Voluntary Organisations, voluntary organisations which are:
 - Not enrolled with the commissioner for Voluntary Organisations
 - Who have not presented their updated accounts to the Commissioner for Voluntary Organisations
 - which do not have a registered address in the Maltese Islands.
- Organisations/Activities receiving local public funds through established government line-votes

3.3 What costs can be covered¹

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

The award may cover up to 100% of eligible costs related to your project. The eligible expenses are those strictly related to the project and to its management and promotion, as long as these are included in the budget submitted by the applicant, clearly explained, identified, supported and verified by respective supporting documents and quotations.

These include direct costs related to the performance and implementation of the project and indirect costs which are part of the beneficiary's general administrative costs but which can be chargeable to the project.

¹ All costs will be considered only if these resources are not already covered/cannot be covered by the applicants or supporting/partner organisations.

Eligible costs include the following, as applicable:

- Artists' fees (the proposal needs to show clearly how the fees are calculated in terms of rates, number of hours etc.)
- Contingency, not exceeding 10% of the total cost
- Enrolment, participation, or subscriptions to virtual platforms or other digital services
- Health and safety measures
- Hire/purchase of equipment (purchase of equipment will be considered where necessary for the project)
- Indirect costs, not exceeding 5% of the total cost (Example – Servicing: electricity, water, cleaning; telephone / fax / internet connections; postage and mailing; paper, ink / cartridge, stationery, etc.)
- Insurance
- Legal
- Linguistic services: interpreting (including, but not limited to: sign language, speech-to-text conversion), translation (including, but not limited to: braille and surtitling), proofreading, editing
- Other fees directly related to project implementation (including, but not limited to service provision)
- Production costs
- Project management (including, but not limited to: administration, coordination, development)
- Rental of spaces
- Marketing, PR, communication (including production of feature clips, footage, dissemination, engagement with diverse communities)
- Standard accommodation
- Travel (economy class) including, but not limited to: public transport, air travel, car/vehicle rental)
- Travel Visa

3.4 What costs cannot be covered

The below costs are not eligible through the Programme:

- Costs already covered by Public Cultural Organisations, or another public funding programme/scheme managed or co-managed by Arts Council Malta or other public agencies, Government departments or Ministries
- Costs which are already covered through usual operational budgets (space which is owned by the applicant or the partner/supporting organisation/individual)
- Debt and debt service charges
- Doubtful debts
- Exchange losses
- Expenditure deemed excessive or reckless



- Expenses that are not incurred during the time frame of the project stipulated in the agreement
- Fees for services provided by Public Cultural Organisations or other public agencies, Government departments or Ministries
- Funding for the creation or upholding of bursaries, prizes or scholarships
- If applicable, Refundable VAT
- Interest owed
- Provisions for losses or debts
- Reimbursement of salaries, or part thereof
- Retroactive costs
- Subsistence, catering and hospitality.

For more information about presenting your budget, refer to our General Budget Guidelines <https://www.artscouncilmalta.org/pages/funds-opportunities/schemes-2022/general-budget-guidelines>

3.5 What is the Programme looking for?

The potential of art and creativity in fostering social and cultural change and regeneration shall be addressed through:

- The direct participation of members of disadvantaged groups in the artistic and creative process of a project

3.6 What applications are not eligible?

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

- Activities which are not related to culture, the arts and the creative industries
- Activities whose objective is fundraising or political propaganda
- Applications submitted after noon (12:00) on the respective day of deadline
- Applications submitted by public entities with or without a line vote
- Costs for traditional activities and festivities
- Events held on a regular basis, including annual projects, annual festivals, school/annual shows, regular training programmes
- Incomplete applications (refer to the application check list in section 5.1)
- Individual modules credited as part of an educational course or research as part of established academic programmes
- Initiatives eligible under Screen Malta, TV Production and Content Fund, Annual Cultural Activities Scheme, VOPS, Għaqda Każini tal-Banda, National Book Council, Valletta Cultural Agency, Malta Arts Scholarships or any other State-funded programme dedicated to Maltese arts and/or culture
- Projects that would have already taken place before the result is notified to the applicant(s)
- Projects whose duration does not fall within the eligible timeframe.

Any other activity which may be developed outside the scope of the Award is not eligible for support.

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

4. Evaluation criteria

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

Projects / Programmes

Criterion 1 – Sustainable community development and well-being (25 marks)

The extent to which the project will help foster social, cultural and economic change and regeneration through participation in cultural life

To make your case in terms of this criterion, you will be required to:

- a. Identify the specific community needs your application addresses
- b. Explain the participatory creative process being proposed, along with the underlying rationale and goals
- c. Explain the project's prospective contribution towards inspiring and enabling sustainable community development
- d. Sum up previous work which the application builds upon, as applicable
- e. Provide a development plan for specific initiatives being developed, as applicable

Criterion 2 – Widening of participation in cultural life (25 marks)

The extent to which the project champions the right to participation in cultural life

To make your case in terms of this criterion, you will be required to:

- a. Explain the project's contribution towards widening participation of disadvantaged groups in quality arts experiences, arts-engagement activities, creative exchange
- b. Provide a clear outline of the range of artistic experiences the project proposes

Criterion 3 – The quality of the project (25 marks)

To make your case in terms of this criterion, you will be required to:

- a. Elaborate on the participatory creative process
- b. Provide CVs/bionotes of the proposed project team members and all collaborators
- c. Provide an effective dissemination plan

Criterion 4 – Project Management (25 marks)

To make your case in terms of this criterion, you will be required to:

- a. Provide a well-thought-out and clearly articulated project plan
- b. Provide realistic time frames
- c. Provide a realistic project budget, explaining efforts to secure funds from other sources
- d. Elaborate on your sustainability plan beyond the grant period
- e. Pitch the project succinctly with due consideration to both the artistic side and the social side of the project

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.

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.

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, short project description 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

The documents below are mandatory and required for the pre-evaluation assessment. Failure to present any of these documents will render the application non-compliant.

- A copy of the VAT Certificate of Registration
- A letter of Intent from relevant partner(s) stipulating availability and commitment to the proposed project
- A signed statute in the case of a Voluntary Organisation
- A sustainability plan beyond the grant period
- An income-expenditure budget
- Applicant biography/Artist CV to be included in the applicant profile
- Detailed dissemination and communications plans
- In the case of entities registered with Malta Business Registry, a most recent Good Standing Certificate of Registration – this document is renewed annually by the Malta Business Registry and is proof of compliance.
- Relevant supporting evidence of the legal framework of the applicant entity or entities
- With regard to initiatives that were already tried and tested, a sum-up of the specific initiative (including relevant documentation, links, and materials)

6. Evaluation process

The fund is competitive and will be evaluated by a panel of three relevant 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 made up of independent evaluators. Arts Council Malta will select evaluators from Arts Council Malta's pool of 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. A pitching session will also be organised for all candidates.

6.1 Shortlisting

The evaluation board will meet during an initial evaluation session in which all eligible applications will be discussed. All applications will be given a score, and those scoring 60 marks and higher will be shortlisted. The shortlisted applications will be invited to attend a pitching session.

The pitching session is not compulsory, and it is up to the applicant to accept to attend the pitching session, or not. Shortlisted applicants who opt out of attending a pitching session will not be penalised. It is solely at the evaluators' discretion to invite any applicant scoring less than 60 marks, to attend a pitching session.

All applications, including those that are not shortlisted, will receive the official result notification together with a copy of the feedback form on the result date as indicated on page 2 of this document.

6.2 Pitching

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 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 ten (10) 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 ten-minute pitch will be followed by a Q&A session with the evaluation panel.

6.3 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 feedback 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 and summaries 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 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 administrators, managers 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.

The first-year payment allocated by the Evaluation Board will be processed after the signing of the contract. Arts Council Malta will disburse the remaining payments after the beneficiary submits the required reports as specified in the contract and following the approval of the said report.

The beneficiaries must use the binary logo that will be provided by the Senior Fund Executive on all related material. Beneficiaries are required to specify that the project was supported by the Office of the President and Arts Council Malta, as follows: **This project is supported by II-Premju tal-President għall-Kreattività, managed jointly by the Office of the President of Malta and 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

The contract will indicate when it will be required to submit a detailed report highlighting the work carried out and the project achievements. Arts Council Malta will provide a template for your reports. Together with the 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 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 including VAT invoices and fiscal receipts to support the total amount of the project.

Arts Council Malta and the Office of the President retain 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 any 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

A complaint must be lodged within five (5) days of receiving notification of your results. The complaint must be made in writing, and be addressed to the Director of Funding and Strategy of Arts Council Malta.

In the complaint, you must clearly explain how and why you feel that the decision on the project was influenced by irregularities that took place in relation to the procedures laid down in these



Regulations, or in the standard rules and regulations on good governance relating to the public sector. With your complaint, you must submit the relevant supporting documentation and evidence.

By lodging a complaint, you provide your consent that we may use and disclose respective information for the processing of your complaint.

You will normally receive a reply to your complaint within ten (10) working days from the Director of Funding and Strategy of Arts Council Malta.

In case you are not satisfied with the reply, Arts Council Malta will convene a Board made up of members from the Office of the President, Arts Council Malta and the Directorate, who will review your 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.

Guidelines updated on 06th May 2022