Your guide to the Award

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### ALLOCATIONS

<table>
<thead>
<tr>
<th>SESSION BUDGET</th>
<th>MAXIMUM ELIGIBLE AMOUNT PER PROJECT</th>
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<tbody>
<tr>
<td>EUR 65,000</td>
<td>EUR 6,000</td>
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<td></td>
<td>EUR 8,000: in the case of 2 organisations or more – where at least 1 organisation is active in the cultural and creative sector, and at least 1 organisation is active in the social sphere</td>
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<tr>
<th>CO-FUNDING</th>
<th>DISBURSEMENT</th>
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<tbody>
<tr>
<td>The fund may cover up to 100% of total project costs</td>
<td>70% upon signing of grant agreement</td>
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<td></td>
<td>30% following approval of final report</td>
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**TIME FRAMES**

<table>
<thead>
<tr>
<th>Submission Deadline</th>
<th>Notification</th>
<th>Eligible Time Frame</th>
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<tr>
<td>20th July 2016</td>
<td>9th September 2016</td>
<td>1st November 2016 – 1st November 2017</td>
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DEFINITIONS

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

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

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

Beneficiary : The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Fund.

Eligibility : Compliant applications will first be screened in terms of eligibility by the appointed evaluators. Proposals which are not considered eligible in terms of the set criteria shall not be processed further and shall not undergo evaluation.

Evaluators : Arts Council Malta appoints an evaluation team for each call under the Fund 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.

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. That person must be a Maltese citizen or be in possession of a Malta residence permit or of a Maltese citizenship certificate or of a Maltese passport.
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.

Organisation: An organisation legally established and/or publicly registered in Malta, having 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. Cooperatives must be registered with Koperattivi Malta.

Strategy2020: Arts Council Malta’s strategy for the cultural and creative industries. The 2020 strategy sets five goals to be addressed by 70 actions, implemented through nine strategic tools with three identified groups: creative professionals, communities and public cultural organisations. The mission of the strategy is that of placing the arts and creativity at the heart of Malta’s future. The strategy document can be accessed on http://artscouncilmalta.org/pages/the-council/our-strategy.
1. The programme

The President’s Award for Creativity is one of a series of initiatives aimed at strengthening Malta’s cultural and creative sectors. It forms part of a diverse portfolio of schemes and initiatives to maximise the potential of Malta’s creative growth by encouraging further employment opportunities in the cultural sectors, facilitating cultural exchange, as well as promoting inclusivity and active cultural participation.

The potential of art and creativity 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 the President’s Award for Creativity.

The Award provides recognition and support at the highest level of the State to organisations, especially those working with vulnerable and disadvantaged groups, to engage these groups in creativity and arts-driven projects and thereby increase their level of integration and engagement in society.

The President’s Award for Creativity is linked to the implementation of Arts Council Malta’s goals outlined in our Strategy2020, with a particular focus on providing more opportunities for people to engage in creativity.

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 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
The President’s Award aims at:

- Supporting organisations and institutions that target the social needs and well-being of the community at large, especially the more vulnerable sectors and hard to reach groups – with a special emphasis on children, young people, minority groups, and the elderly, through creativity and art
- Providing accessibility to disadvantaged groups to a wide range of quality art experiences and art-engagement activities, as well as act as a platform for young promising talent
- Incentivising the contribution of arts organisations towards community development and collaborative arts projects

The President’s Award for Creativity is coordinated by Arts Council Malta, under the patronage of H.E. The President of Malta

2. Who can apply?

Organisations, entities and institutions – having a legal framework, and based and operating in Malta – working in the field of social or community development, or active in any cultural and creative field are all eligible. The project must target the needs of disadvantaged groups by means of art and creativity.

Individuals are not eligible.

Eligible organisations can be:

- Schools and higher education institutions, public institutions, organisations, or entities
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- Private organisations active in the non-governmental social or voluntary sector and registered with the Commissioner for Voluntary Organisations (CVO)

- Private organisations active in the professional creative sector (arts, heritage, media, creative businesses) having an officially recognised legal status (CVO registration, Foundation, Association, Company, Partnership, Cooperative, etc.)

The Award encourages collaboration between organisations active in the field of Arts and Culture and organisations active in the social field.

As a means of strengthening interventions, two or more organisations can collaborate to develop a project 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.

Joint applications bringing together two or more organisations, preferably from both the social and the artistic fields, shall be favourably considered, on condition that the application clearly demonstrates the added benefits to the community.

3. Eligibility
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.

**Maximum eligible timeframe to implement the project:** 12 months

**Eligible period:** 1st November 2016 – 1st November 2017
The following are not eligible for the Award:

- Organisations which do not have a registered address in the Maltese islands
- Activities which are not related to culture, arts and the creative industries
- Applicants who have not honoured previous funding commitments, and in the case of Voluntary Organisations, organisations that have not presented their updated accounts to the Commissioner for Voluntary Organisations.
- Activities whose objective is fundraising or political propaganda
- Initiatives eligible under the Malta Film Fund
- Funding for the creation or upholding of bursaries, prizes or scholarships
- 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 the section ‘Mandatory Documentation’
Eligible costs

This grant may cover up to 100% of the following costs:

- Artistic and production fees
- Travel and accommodation
- Rental of spaces
- Rental of equipment (purchase will only be considered if deemed necessary for the project)

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

For more information about presenting your budget, refer to our General Budget Guidelines (http://www.artscouncilmalta.org/funds/il-premju-tal-president-ghall-kreattività/main-strand/budget-guidelines)

Ineligible costs

- Costs which are already covered through usual operational budgets (salaries, space which is owned/rented 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
- Retrospective costs

1 All costs will be considered only if these resources are not already covered/cannot be covered by the applicants or supporting/partner organisations.
What community groups are we looking at?

The Award may fund interventions that address the following community groups:

- Children and youth with social, emotional, or behavioural difficulties
- Children and youth living in socially or economically-deprived environments affecting their learning, socialising, and developmental capabilities
- Children and youth from families with very low income and/or from families dependent on social benefits and assistance
- Children and youth in out-of-home care who require particular support to develop their personal and creative capabilities
- Persons who have suffered from physical, psychological, sexual, or any other form of abuse
- Senior citizens
- Persons suffering from mental health conditions, physical or intellectual disabilities, or any other form of chronic conditions
- Persons in residential care, and elderly in care homes – who lack accessibility to experience the arts and to develop their artistic potential
- Persons who attend care or health centres or other community service centres
- Persons supporting family members suffering from mental health problems, physical or intellectual disabilities, or any other form of chronic disease
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- Persons with special social integration needs, including persons coming from culturally diverse or poor economic backgrounds
- Minority groups

**How do we go about it?**

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

a) The direct participation of members of disadvantaged and vulnerable groups in the artistic and creative process of a project, for example:

- Children and young people working with professional actors to develop a performance for the general public as part of a programme for social empowerment
- Providing the elderly in residential care or those attending day centres with the accessibility to engage in the arts by experiencing quality arts-related activities/programmes

b) Artistic projects set up by artists or professionals working in the field of culture, social development, or community care targeting the needs of people in various social contexts, for example:

- NGOs developing creative projects for and with young inmates at correctional facilities, or for or with students attending Special Education and Resource Centres or creative after school programmes for or with exceptionally talented children
- A residential home for the elderly developing a collaborative art project with the support of artists
Eligible interventions may also take the form of an umbrella project having a structured ‘talent search’ system to identify and reward the best emerging talents in the various fields of creativity, through various opportunities proposed, such as training scholarships in the relevant field of specialisation. Training could be in the form of regular classes, intensive workshops, or master classes offered to children and young people coming from socially or economically deprived environments.

**Mandatory documentation**

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 complete, signed and dated application form
- Relevant supporting evidence of the legal framework of the applicant entity or entities

Kindly note that it is your responsibility to submit all the necessary documentation, as outlined above, before the indicated deadline.

Arts Council Malta representatives will not vet your application forms prior to submission.

Late applications will not be accepted. A decision on funding will be made on the strength of the submitted information. Application packages will not be returned to applicants.
4. Evaluation criteria

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

**Criterion 1: Impact on communities (25 marks)**

This criterion considers the impact of the project on the social needs and well-being of the communities. To make your case in terms of this criterion, you will be required to:

- Provide a clear explanation of why this project is needed
- Explain the creative process involved and your goals
- Contextualise the proposed project and the innovation proposed
- Explain how the Award would help you experiment and push boundaries in terms of the work being proposed and the collaborations involved
- Explain the ethical considerations involved, and the steps being taken to ensure excellence in the process proposed
- Explain the social, cultural and economic impact that the project is designed to have
- Explain your commitment to make sure that the project would lead to fulfilling the goals you are presenting

**Criterion 2: Accessibility (25 marks)**

This criterion considers the creation of accessibility to a wide range of quality artistic experiences, and active involvement in the arts. To make your case in terms of this criterion, you will be required to:

- Provide a clear outline of the partnerships and collaborations involved, and of respective commitment towards the project
- Provide a clear outline of the range of artistic experiences that the project proposes
- Explain clearly how participants will be actively involved in the arts
- Elaborate on the rationale for the proposed process
Criterion 3: **Social dimension** (25 marks)

This criterion considers the impact of the project towards community development and well-being. To make your case in terms of this criterion, you will be required to provide information about:

- How the project would provide added value in terms of quality of social bonds involved and collective efficacy
- How the project would engage diverse community groups as meaningful contributors in the various aspects of community building

You are also requested to:

- Provide a clear plan for tapping into the power of involvement and of creative expression, and promoting it

Criterion 4: **Management** (25 marks)

This criterion considers how well-planned the proposed project is and takes into consideration the budget provided, the clarity of the application submitted, of the time frame proposed and the presentation during the pitching session.

5. **Submitting your application form**

Application forms are available from [www.artscouncilmalta.org](http://www.artscouncilmalta.org). Fill in your application form step by step and answer all the questions on the application form.

You may submit your application form with all relevant supporting documents as follows:

- By sending an email on [applyforfunds@artscouncilmalta.org](mailto:applyforfunds@artscouncilmalta.org) till noon on the day of the deadline. It is essential that in the same email you include all additional supporting documents as required by the guidelines and regulations. You should also include your signature (electronic signature or scan) as indicated on the application form;
or

- By sending a printed copy and a soft copy (on a pen drive) by registered post to the following address:

  Arts Council Malta
  16, Casa Scaglia
  Mikiel Anton Vassalli Street
  Valletta VLT 1311

  It is essential that the post mark indicates either the deadline or a date before the deadline;

or

- By submitting a printed copy and a soft copy (on a pen drive) of the application form by hand at:

  Arts Council Malta
  16 Casa Scaglia
  Mikiel Anton Vassalli Street
  Valletta VLT 1311

  You can submit your application form between Monday and Friday from 09:00 till 16:30. On the day of the deadline, application forms will only be accepted until noon (12:00).

  Applications that reach the Council after the deadline will not be accepted.
6. Evaluation process

The fund is competitive and will be evaluated 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.

7. 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 fifteen (15) 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 fifteen-minute pitch will be followed by a Q&A session with the evaluation panel.
8. Communication of results

On the day indicated, 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@artscouncilmalta.org 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 Administrator, 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.

9. Project implementation and monitoring

If your application is approved and funded, you will be requested to sign a contract specifying the conditions of the fund at Arts Council Malta. When accepting the grant, applicants accept that their name, the project title and the amount awarded can be published by Arts Council Malta.

70% 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 fund’s logo on all related material and specify that the project was supported by the grant as follows: Supported by Il-Premju
tal-President għall-Kreattività, managed by Arts Council Malta under the Patronage of H.E. The President of 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.

Arts Council Malta reserves the right to send 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.

10. 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 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.
11. 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.

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 policies and procedures of Arts Council Malta or of the Government of Malta
- The merits of the application in terms of the criteria stipulated in these guidelines and regulations. Only applicants may file complaints concerning their project

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 Head of Funds and Brokerage of 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 from the Head of Funds and Brokerage of Arts Council Malta.

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.
CONTACT US

For more information, you may call us on 2339 7020 or send us an email on fundinfo@artscouncilmalta.org

Website: www.president.gov.mt – www.artscouncilmalta.org

Guidelines updated on the 15th of June 2016