

# RESTORATION FUNDING SCHEME

Guidelines and Regulations



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## **BUDGET ALLOCATIONS**

<b>SESSION BUDGET</b>	<b>MAXIMUM GRANT PER PROJECT</b>
€90,000	€15,000

<b>FUNDING</b>	<b>DISBURSEMENT</b>
The scheme may cover up to 100% of total projects costs	Disbursement rates will be decided upon a case by case basis

## **TIMEFRAMES**

<b>APPLICATION DEADLINE</b>	<b>RESULTS</b>	<b>MAXIMUM PROJECT DURATION</b>	<b>ELIGIBLE TIMEFRAME</b>
16 September 2020	28 October 2020	12 months	01 November 2020 To 01 November 2021

# 1. INTRODUCTION

This document should help you to:

- Familiarise with the structure of the Restoration Funding Scheme
- Identify whether your project is eligible for support
- Understand the application, assessment and procedure

# 2. DEFINITIONS

For the purpose of these guidelines, the following terms are defined as follows:

- **Applicant:** A voluntary organisation in cooperation with churches falling under the confines of a Parish Church under the Archdiocese of Malta and the Diocese of Gozo. The voluntary organisation needs to be registered with the Commissioner for Voluntary Organisations in accordance with the Voluntary Organisations Act requirements ([www.maltacvs.com](http://www.maltacvs.com)). The applicant must be a legally authorised representative of the organisation/foundation.
- **Application:** An application is a submission by an eligible applicant, inclusive of all mandatory documentation and any annexes related to the Restoration Funding Scheme.
- **Beneficiary:** The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the project funded by the Restoration Funding Scheme.
- **Conservation:** Means any activity required to maximise the endurance and minimise the deterioration of any cultural property as far as possible, and includes examining, researching, testing, treating, recording and preserving any such cultural property or any part thereof.
- **Eligibility:** Compliant applications will first be screened in terms of eligibility by the appointed evaluators. Proposals that are not considered eligible in terms of the set criteria shall not be processed further and shall not undergo evaluation.



- **Evaluators:** Arts Council Malta shall appoint an evaluation team for each call under the Restoration Funding Scheme that will shortlist the applications. Shortlisted applications will be available online for the people to vote for their preferred project.
- **Grant:** The grant is the amount allocated to a successful application.
- **Maintenance:** Means the continuous protective care of the fabric and setting of a place, and is to be distinguished from repair. Repair involves restoration or reconstruction
- **Management and Administration:** Arts Council Malta is responsible for the management of this fund. All official correspondence, including the submission of applications, must be sent to the address indicated in these guidelines.
- **Maximum Funding:** There is a ceiling amount of €15,000 per project to be allocated. This will be decided on a case-by-case basis depending on the project.
- **Organisation:** An organisation locally 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 ([www.maltacvs.com](http://www.maltacvs.com)). The applicant must be a legally authorised representative of the organisation.
- **Restoration:** Means a highly specialised activity to conserve the integrity of cultural heritage, and to reveal its cultural values and to improve the legibility of its original state, form and design, within the limits of still existing material. Such activity must be based on a critical and historical process of evaluation and not on conjecture
- **Restoration Funding Scheme:** This is a public, one time incentive funding scheme. Grants are based on funds being made available through the Restoration Directorate.

### 3. THE SCHEME

The Restoration Funding Scheme aims at providing financial support for the repair i.e restoration, and conservation of internal and external cultural property immovables including but not limited to altars, apertures, architectural décor, gilding and frescoes of churches falling under the confines of a Parish Church under the Archdiocese of Malta and the Diocese of Gozo.

The above need to fall under cultural heritage i.e. of an artistic nature and carry a historical value of 50 years or more as per the Cultural Heritage Act of Malta (updated July 2019) by the Parliament of the Republic of Malta.

### 4. WHO CAN APPLY?

Organisations registered with the commissioner for Voluntary Organisations, in cooperation with churches falling under the confines of a Parish Church under the Archdiocese of Malta and the Diocese of Gozo.

#### 4.1. ELIGIBILITY

Projects will first be screened in terms of eligibility. For the purpose of this scheme churches falling under the confines of a Parish Church under the Archdiocese of Malta and the Diocese of Gozo may only cooperate with one Voluntary Organisation; and only one project may be submitted by a Voluntary Organisation. Ineligible proposals in terms of the points below shall not be processed further and shall not go through the evaluation process.

**Maximum eligible timeframe:** 12 months

**Eligible Period:** 12 months from result notification date

The following are **not eligible** to apply for the Scheme:

Costs which are already covered by funds through established line-votes.

Projects with a duration of more than 12 months from the date of notification.

Incomplete application as explained under the section 'Mandatory documentation'

In case of a Voluntary Organisation submitting multiple proposals; all proposals will be considered disqualified. The latter also applies to a churches falling under the confines of a Parish Church under the Archdiocese of Malta and the Diocese of Gozo cooperating with multiple Voluntary Organisations.

## 4.2 ELIGIBLE COSTS

The Restoration Funding Scheme may cover up to 100% or a maximum of €15,000 (whichever is the least) of total projects costs. The evaluation board retains the right to recommend funding projects by less.

The costs may include, but are not limited to, the following uses:

- The cost of the fee for restoration and conservation by a professional conservator-restorer holding a warrant issued by the Bord tal-Warrant tar-Restawraturi and the cost of fees of any other professional services which might be required to be engaged in the process of implementation of restoration/conservation works.
- The cost of structural engineering and fabrication; permit fees (including Planning Authority permits where these are required), transportation, dismantling and installation of the work at the site; identification signs, if any; and mountings, anchorages, containments, pedestals, bases, or materials necessary for the property presentation and installation.
- Water works, lighting and other objects, which are integral part of the restoration and conservation.
- Maintenance – it must be reasonable to assume that the building or structure will remain standing and in good condition for at least 20 years.
- Surveys and documentation for the restoration, conservation, installation and a plaque to identify the process of work carried out.

## 4.3 INELIGIBLE COSTS

- New immovable;
- Ceremonial wardrobes or equivalent;
- Benches and seating;
- Any expenses covering unwarranted services, indirect fees and contingencies;
- Return on capital;
- Debt and debt service charges;
- Provisions for losses or debts;
- Interest owed;
- Doubtful debts;
- Exchange losses;
- Costs declared by the beneficiary and covered by another grant of the Government of Malta or the European Union;

- Contributions in kind (exceeding 5%);
- Excessive or reckless expenditure;
- Costs incurred before the start of the eligibility period;
- Costs incurred before submission of application.

#### 4.4 MANDATORY DOCUMENTATION

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

- A complete, signed and dated application form;
- Cooperation agreement between the Voluntary Organisation and the Church;
- An endorsement letter by the Archdiocese of Malta, the Diocese of Gozo;
- The Planning Authority permits in hand or another authority eg: Religious Cultural Heritage Commission or Catholic Cultural Heritage Commission etc...;
- Restoration permits where applicable;
- Restoration Method Statement prior to commencement of works;
- Completion Report including methods of work and full documentation;
- Evidence of ownership of rights for proposed project or contract of acquisition/transfer of rights;
- Quotations amounting to the full cost to be incurred.

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

Arts Council Malta will not be checking application forms prior to application submission.

Applications handed in after 12:00 p.m (noon) of the respective day of deadline are ineligible and not evaluated. A decision on funding will be made on the strength of the submitted information. Application packages will not be returned to applicants.

## 5. ASSESSMENT

### Criteria of the scheme

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

#### **Criterion 1: Restoration or Conservation of Cultural Heritage Property (60 marks)**

This criterion considers the relevance of the proposed restoration in terms of its:

- Historical relevance
- Artistic relevance
- Value of proposed restoration / conservation
- Visibility of cultural property immovable after project completion

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

This criterion considers the level of commitment and preparation prior to the funding application as well as the proposed plan to deliver your project and achieve the aims highlights. To make your case in terms of this criterion, will consider:

- Necessary approvals as required;
- Describe and mitigate any safety requirements;
- Reasonable and realistic timeframe;
- Description of key milestones to fulfil project;
- A long-term plan to define long-term maintenance – not less than 30 years.

#### **Criterion 3: Budget (20 marks)**

This criterion considers how well planned and realistic the presented budget is. It also considers efforts to secure funds from other sources, to make a stronger case in terms of this criterion, you are encouraged to provide all quotations to substantiate the budget items (please refer to the budget template in the application form).



## 6. SUBMITTING THE APPLICATION FORM

Submissions may be carried out as follows:

By sending an **email or link of an online file transfer service** (such as Wetransfer) on [applyforfunds@artscouncil.mt](mailto:applyforfunds@artscouncil.mt) till 12.00 p.m. (noon) of the 16th September 2020 with the subject “Proposal for Restoration Funding Scheme”. It is essential that the same email or hyperlink includes all additional supporting documents as required by these guidelines and regulations. Email should also include the signature application form provided.

## 7. EVALUATION PROCESS

This scheme is competitive and will be evaluated according to the established criteria.

Eligible applications will be assessed by an evaluation team made up of evaluators appointed by Arts Council Malta. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded. The Evaluation Board will shortlist the number of applications submitted.

The evaluation session and funding decisions depend on the quality of the submitted proposals and on the availability of the funds. Each criterion is allocated a number of specific marks. In order to be considered for funding, projects have to obtain at least 60 marks.

**Disclaimer:** Arts Council Malta 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 scheme criteria.

## 8. COMMUNICATION OF RESULTS

The results will be issued on the date indicated in the submission timeframes. 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 Arts Council Malta 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.

Application packages will not be returned after the evaluation process.

## 9. 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.

### 9.1. 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.

## 9.2. 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 Funding and Strategy 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.

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.

## 10. PROJECT IMPLEMENTATION AND MONITORING

In the event of approval, a Grant Agreement, detailing the conditions and level of funding, will be entered into between Arts Council Malta and the beneficiary. Selected projects will receive a pre-financing payment of 70% of the approved grant at the start of the project. The disbursement of other part-payments shall be according to the project milestones, submission of periodic reports, relative receipts and the approval by Arts Council Malta. The final 30% will be granted following the submission of the final report and approved by Arts Council Malta.

The beneficiaries must use the RD and ACM logo on all related material and specify that the project was supported by the Restoration Directorate 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 is responsible for the review of the Project. The Council may carry out checks to establish whether public support has been used in accordance to established conditions. The Council may demand access to the company/entity's financial record and/or annual report of the applicant company/entity as part of its beneficiary screening, review or control procedure. Upon the presentation of the final accounts, the Council may perform spot checks. The beneficiary's accountant shall, without regard to prevailing confidentiality restrictions, at any time communicate to the Council and/or its auditors any information requested.

Relevant invoices/receipts are to be submitted to the Council, in copy or original, for every eligible item approved for the grant. In all applicable cases, all submitted invoices and receipts are to be presented with the VAT element separated. The Council reserves the right to request the original copies should there be doubts on the authenticity of the documents provided and will not issue payments if these are not provided.

Arts Council Malta retains the right to recover funds in case these are not being used and/or misused and/or not used according to the budget submitted.

## 11. REPORT

At the end of the project, beneficiaries 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 the project is concluded. Arts Council Malta will provide a template for your report. Together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project, including visual documentation.



Beneficiaries will also be required to present a final 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.

## 12. CONTACT US

For more information you may call us on 2334 7230 or send us an email on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt)

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