

Public Authority	Arts Council Malta
Description of the department/directorate/entity's structure	About Us
Description of the department/directorate/entity's functions and responsibilities	
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	• Documentation and correspondence relating to administration issues • General Correspondence • General Procurement files • General Administration files • Recruitment files • Registry files • Personal files • Travel files • Vehicle files • Employee attendance and leave records • HR SoPs • HR monthly/annual reports • Database of FOI requests and complaints • A template of the application form that will be filled in using ACM's funding platform (CRM). • Application forms • Notification letters and feedback forms that are sent to applicants • Rank orders and short funded project descriptions that are published on ACM's website • Correspondence with applicants, and beneficiaries

	• Correspondence with various stakeholders, public and private • Queries made by prospective applicants • Appeals documentation • Contracts between Arts Council Malta and recipients of grants • Contracts between Arts Council Malta and service providers such as evaluators, mentors and monitoring support coordinators • General administration documents such as request for payments, copies of payments made to beneficiaries • Final reports submitted by beneficiaries • Reports submitted by mentors and monitoring support coordinators • Publications
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	• Public Procurement Regulations • Department of Contracts procurement guidelines and policy notes • Public Administration Act and applicable Government directives and circulars • PSMC • Manual on Special Leaves • Manual on Work-Life Balance Measures • Manual on Resourcing Policies and Procedures • Manual for Public Sector Entities – Delegation of Authority to Effect Recruitment, Promotions and Industrial Relations • Manual on Disciplinary Procedures • Manual on Staff Development in Public Administration • Manual Regarding Positions of Assistant Director, Senior Manager, Manager and Assistant Manager in the Public Service • Manual on Industrial Relations and the Selection and Appointment Process under Delegated Authority in the Malta Public Service • Manual on Allowances • Freedom of Information Act, Code of Practice and related guidelines • A number of guidelines and regulations providing the frameworks for each scheme

	• User guides and manuals providing instructions on how to use and navigate the funding platform. The platform is used by applicants, beneficiaries, evaluators, mentors, monitors and ACM employees responsible of administering and managing funding schemes • The merit-based funding allocation policy is provided to each evaluation board; it contains clear instructions including examples on how the distribution of funds must take place starting from the highest-ranking proposal • Management procedures provide information regarding the scheme and procedural instructions to the evaluation boards members Strategy 2030: • ACM's Strategy 2030 is Arts Council Malta's long-term plan for the development of Malta's arts and cultural sectors. It sets out how the Council intends to support artists, creative professionals and cultural organisations from 2026 through to 2030. The central idea is to make Malta's cultural and creative sectors more professional, fair, inclusive, sustainable and internationally competitive. The Charter for the Status of the Artist: • The Charter is a framework for recognising and protecting artists' rights. It sets out principles that should guide government policy, public cultural organisations and initiatives affecting Malta's cultural and creative sectors. The Right to Culture Resource Pack: • The resource pack is an Arts Council Malta initiative aimed at increasing awareness regarding inclusivity and supporting the implementation of cultural rights in our day-to-day practice. This forms part of the Council's long-term commitment to support accessibility and inclusion in the Cultural and Creative Sectors. Right to Culture was developed together with communities, artists, and various sectors which are sharing their experience and knowledge and are working hard closely together in order to enrich sensitivity regarding diversity and to share good practice. Annual reports: • Provide an overview of the organisation's activities, achievements, performance, and financial position throughout the year. They promote transparency and accountability by informing the public and relevant stakeholders about the entity's responsibilities, initiatives, use of public resources, and progress towards its strategic objectives.
--	---

Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent	FOI Contact - foi.acm@artscouncil.mt
Details of Internal Complaints Procedure	Applicants may submit a complaint to the Public Authority within a maximum of 30 days from the date of the last relevant communication by the Public Authority. A decision will be provided within 10 working days from the receipt of the complaint. Subsequent and different complaints on the same request can only be submitted to the Public Authority after the first complaint has been answered or following the lapse of 10 working days from the date of submission of the complaint. If applicants remain dissatisfied with the outcome of their complaint, they may appeal the decision through the Information and Data Protection Commissioner (IDPC) within 60 days from the date of the notification by the Public Authority. Should applicants remain dissatisfied with the outcome of this procedure, they may appeal the decision through the Information and Data Protection Appeals Tribunal within 20 working days from the last relevant communication by the IDPC. An appeal from this decision may be registered at the Courts of Appeal within 30 days from the last relevant communication of the Information and Data Protection Appeals Tribunal.
Other Information	For more information kindly access this website: https://foi.gov.mt
Public Authority Contact Details	Arts Council Malta, TG Complex, Suite 1, Level 1 Triq Il-Birrerija, Zone 3, Central Business District, Birkirkara CBD 3040 foi.acm@artscouncil.mt 23347201