



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

Arts Education Scheme

APPLICATION FORM

TEMPLATE

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 8,000. Applicants may request up to 100% of the project expenditure)

Reference Number

1. GENERAL INFORMATION

1.1 Project Title _____

1.2 Project type _____

1.3 Primary area of activity _____

1.4 Secondary area of activity _____

1.5 Project Description

Insert Project Description

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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 approvals, safety requirements and maintenance.

Start Date ___/___/___ (Eligible timeframe 11/12/2021 – 11/06/2023)
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

CV Insert CV of applicant

Profile 1	Name	_____
	Role	_____
	Bio Note	_____
	CV	Insert CV of Profile 1

Add Profiles as required

Additional Documentation:
+ Add files

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4. Criteria

Criterion 1: Concept (40 marks)

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.:

- What is the concept, objectives and projected outcomes of the project? How strong is the conceptual plan for the proposed project? (10marks)
- How does this project push new boundaries and contribute to developing new knowledge and expertise within the field of arts education? (10 marks)
- How does the project create spaces for creativity, dialogue, sharing of knowledge and practice? When applying for the second call how strong are the collaborations proposed within the project? Do they provide additional knowledge and value to the project? (15 marks)
- How does your project relate to Arts Council Malta's long-term vision and mission? (5 marks)

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Additional Documentation:

Audiovisuals / portfolio showing the applicant's work, as relevant to the proposal

+ Add files

Criterion 2: Project Management (20 marks)

This criterion considers the level of commitment and preparation prior to the proposal as well as the proposed plan to deliver and achieve the aims targeted.

- Does the application present a detailed plan of action, with clearly identifiable goals? (5 marks)
- How realistic are the timeframes proposed? (5 marks)
- Are there any collaborators to the projects, are the roles of collaborators clearly defined? Are there clear channels of communication amongst all involved in the project? (5 marks)
- Does the applicants and collaborators have a suitable track record in terms of managing projects of a similar nature? (5 marks)

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Letters of intent from collaborators, partners and potential venues

+ Add Files

Additional Documentation:

If applicable, A most recent Good Standing certificate of Registration

+ Add files

Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement and the development of established and new audiences.

Engagement refers to the role, the nature of involvement and the experience offered to the audience.

- Does the project present a realistic plan through which to actively engage its target participants, partners and audience? (10 marks)
- Will the outcomes of this project be shared in a clear and transparent manner? (5 marks)

- How do you intend to document the project process and disseminate the information about the project? (5 marks)

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Additional Documentation:
Protection of minor clearances where applicable
+ Add files

Criterion 4: Budget (20 marks)

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

How realistic and detailed is your Income and Expenditure budget? Give a clear and coherent breakdown of figures, including respective budget items, identification of suppliers and providers, calculation of rates, totals.

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

Additional Documentation:
+ 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.

5.3 Expenditure Professional Fees
 Contingency (10% of total budget cost)
 Indirect costs (not exceeding 5% of the total budget)
 Add other expenditure

Income Total amount requested from fund
 Add Other sources of income

Attach Quotes if available

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