



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2024	Application Reference Number: ARD ____ / 24 / ____

# ARTISTIC RESEARCH AND DEVELOPMENT SCHEME

## APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 15,000. Applicants may request up to 80% of the project expenditure)

Reference Number

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### 1. GENERAL INFORMATION

1.1 Project type \_\_\_\_\_

1.2 Primary area of activity \_\_\_\_\_

1.3 Secondary area of activity \_\_\_\_\_

Deadline: 27<sup>th</sup> June 2024 (noon)

1.4 Project Description

Insert Project Description

1.5 Project Description Summary

Provide a summary of the project description in not more than 150 words. Should the proposal be awarded funding, this description will be featured on [artscouncil.mt](http://artscouncil.mt).

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 Will the project include expenses that are eligible to an Access Support?

Yes

No

1.9 If yes, kindly justify how the proposal will benefit from this support. Please indicate the amount of this cost. When filling in the budget section, kindly include this expense in the budget section. In the Income section, kindly include the amount of Access Support requested, this may not exceed €2,000.

Additional Documentation

+ Add files

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TEMPLATE

## 2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including travelling and training activities.

Start Date    \_\_\_/\_\_\_/\_\_\_                      (Eligible timeframe 28/06/2024 – 28/12/2025)  
End Date     \_\_\_/\_\_\_/\_\_\_

Step 1: _____ From: ___/___/___ to ___/___/___ Description:  
Step 2: _____ From: ___/___/___ to ___/___/___ Description:  (Add steps as required)

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<b>Additional Documentation:</b> + Add files
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### 3. Profiles

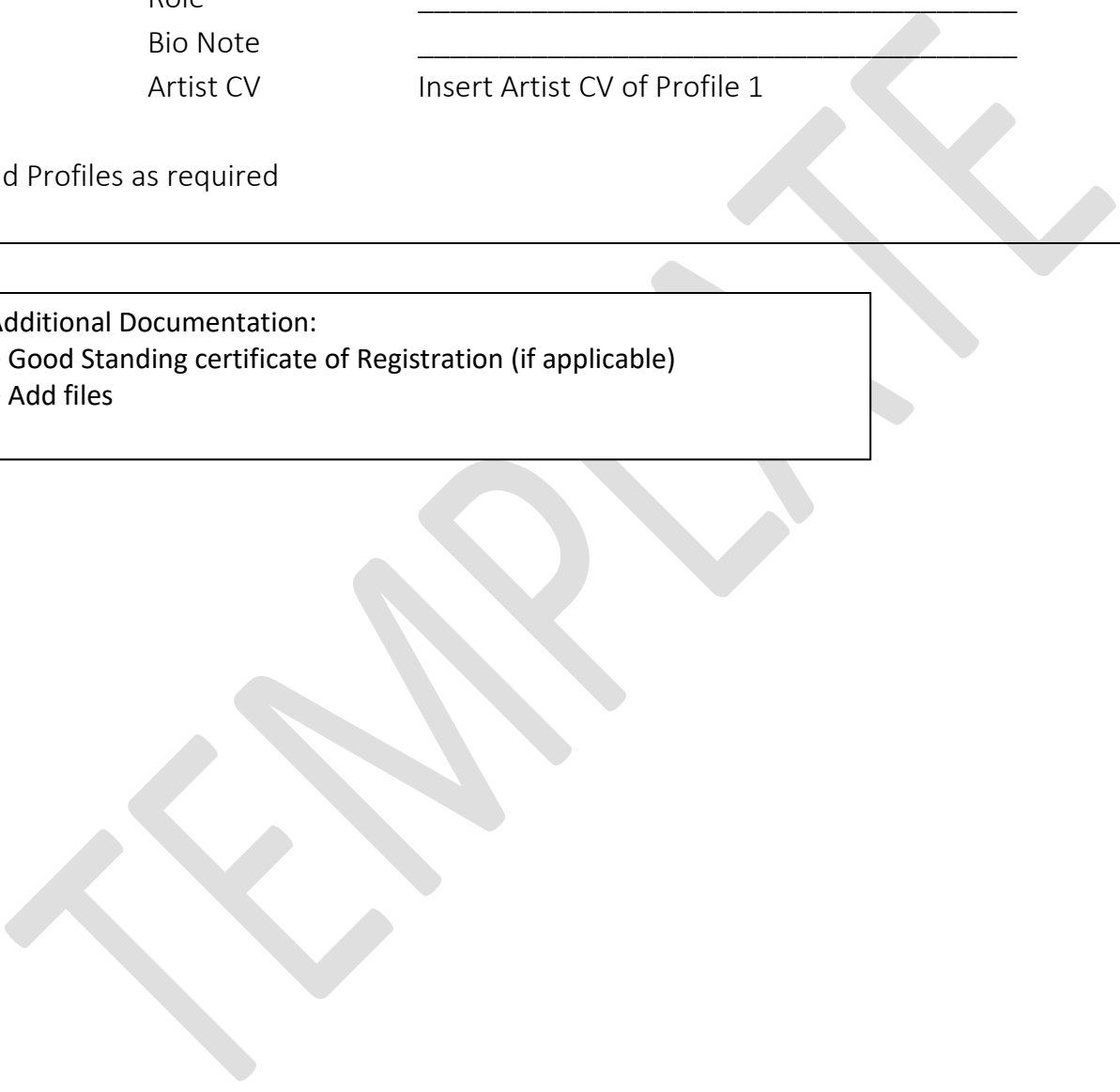
CV            Insert CV of applicant

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

Add Profiles as required

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**Additional Documentation:**  
+ Good Standing certificate of Registration (if applicable)  
+ Add files



## 4. Criteria

### Criterion 1: Concept (40 marks)

This criterion considers the concept idea(s) of the proposal, its relevance to the collaborators involved, and the value added gained by the beneficiary, collaborators and participants:

- a. What is your main research question? What are your goals? What value will the research add to your current creative practice? Furthermore, how will it contribute to the community being engaged with or addressed through the project? Please express your vision, the aims of the research project, its anticipated outcomes and the groundwork you have done to develop the concept. (20 marks)
- b. How is the proposed research project innovative? How would the grant help you to experiment and push boundaries through the work being proposed and the collaborations involved? (10 marks)
- c. Why is this research project important to your artistic development, and to that of your collaborators? How will it help you grow and face any challenges you may have identified at this stage in your creative development? Please provide your track record and / or portfolio, as well as that of your collaborators, in order to explain how this project will further your development as well as that of the collaborators involved. (10 marks)

Criterion 2: Project Management (20 marks)

This criterion considers the level of commitment and preparation that has led to this proposal, as well as the proposed plan to deliver and achieve aims and targets:

- a. Provide a clear plan of the research methodology to be adopted. Provide the rationale for the selected methodology. Include time frames, work plan with collaborators involved, and a step-by-step plan on how the research project will be developed. (10 marks)
- b. Please identify any risks and limitations your research project may face in achieving its targets? (10 marks)

Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement and the development of established and new audiences, as well as the dissemination plans for the research project. Engagement refers to the nature of involvement and the experience offered to the audience. Dissemination refers to the methods adopted by the applicant to spread the results of the project.

- a. What audiences or communities will this project target, and why? How will the project reach them? Does the project adopt a participatory approach that enables diversity and inclusion? (10 marks)
- b. How will the project document its process for dissemination of information or findings? How sustainable and accessible will the dissemination channels used? (5 marks)
- c. What legacy is the project aiming for? (5 marks)

Additional Documentation:  
+ Add files

Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is. To make a stronger case in terms of this criterion, you are required to provide quotations to substantiate the budget items (please refer to the budget template further below)

- a. Please provide a clear budget breakdown including expenses directly related to the proposed project. (10 marks)
- b. Explain the rationale for the expenses of the project. (10 marks)

Additional Documentation:  
+ Add files

TEMP



## 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 Download the De Minimis Form through the below link, fill it in, and sign.

[Press to download form](#)

For queries about your NACE Code visit: <https://nso.gov.mt/nsos-business-register/>

Upload the filled in and signed De Minimis declaration form

5.4 Expenditure Fees directly related to project implementation  
Artistic fees  
Add other expenditure

Income Total amount requested from fund  
Add other sources of income

Attach Quotes if available

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