

# Artistic Heritage Scheme

**Guidelines and Regulations 2024**



PUBLISHED: FEBRUARY 2024



**ALLOCATIONS**

<b>SESSION BUDGET</b>	<b>MAXIMUM ELIGIBLE AMOUNT PER FEAST-RELATED PROJECT:</b>
<p>EUR 700,000</p>	<p>Band Clubs – EUR 8,000                      Health and safety in fireworks factories – EUR 5,000*                      Semi-permanent feast decorations – EUR 5,000</p> <p>The goal developed by the organisation in connection with the feast should be indicated in the voluntary organisation’s statute.</p> <p>*organisations which work in fireworks factories which are not the property of the same organisation benefit from a maximum of EUR 2,500.</p>

<b>CO-FUNDING</b>	<b>DISBURSEMENT</b>
<p>The fund may cover up to 100% of total project costs</p>	<p>70% upon signing of grant agreement                      30% following approval of final report</p>

**TIMEFRAMES**

<b>DEADLINE</b>	<b>RESULTS</b>	<b>ELIGIBLE TIMEFRAME</b>
<p>2 April 2024</p>	<p>16 May 2024</p>	<p>17 May 2024 – 17 May 2025</p>
<p>8 October 2024</p>	<p>28 November 2024</p>	<p>29 November 2024 – 29 November 2025</p>

# 1. Introduction

Arts Council Malta acknowledges the Maltese feast as part and parcel of the fabric of our towns and villages. Tied with these feasts are a number of voluntary organisations which prepare feast decorations to adorn the squares and streets of towns and villages in Malta and Gozo, which imbue our summer evenings with colours and the most beautiful mechanical ground fireworks, which take care to spread the local musical culture, as well as safeguarding and strengthening traditional cultures in our country. In these voluntary organisations, one may find a nucleus of people who work voluntarily throughout the year to prepare activities related to the feast of their village or town.

The Council recognises the importance that voluntary Maltese cultural and social organisations have as regards the dissemination, safeguarding, and strengthening of cultural traditions in our country. This is all done on a primarily voluntary basis and, as such, in order to strengthen the work of these organisations, an artistic heritage scheme is being launched. This scheme is administered by Arts Council Malta within the Ministry for the National Heritage, the Arts and Local Government.

Voluntary organisations should be active in at least one of the following sectors:

- Feast band club music
- Health and safety in fireworks factories
- Semi-permanent feast decorations

The proposals should qualify as one of the following:

## Proposals for feast band club music

- Musical teaching and training programmes aimed at musical tutors (*surmastrijiet*), assistant music tutors, and teachers.
- Proposals for investment in educational needs as regards extracurricular teaching.
- Innovative projects through which the society or organisation can expand its musical activities both in Malta as well as abroad, which activity should also be sustainable.
- Projects so that the society or organisation invests in technology and communication to have more modern structures (set-ups) for the benefit of its members.
- Restoration of objects/artefacts in their possession, such as paintings, musical archives, platforms, standards, old instruments, old furniture, etc.
- Strengthening of collaboration between band club societies as regards their band club members.
- Strengthening of internal administrative systems related to a society or organisation and their band club members.
- Strengthening, beautification, and restoration of existing infrastructure related to learning environments, those used for the execution of more professional musical acts, and/or in order to implement all this work in a more accessible environment.
- Implementation of sociocultural or musico-literary projects or programmes.

## Proposals for healthy and safety in fireworks factories

- Investment in equipment and set-ups so that fireworks can be launched in more secure manner.
- Investment in machinery and tools which facilitate the manufacturing of fireworks and increase the security of its production.
- Investment in educational resources on health and safety in the manufacturing of fireworks.
- Investment in the infrastructure of fireworks factories.
- Restoration of fireworks factories.

- Strengthening of collaboration between local and European fireworks factories.

#### Proposals for semi-permanent feast decorations

- Design and manufacture of banners (*bandalori*).
- Design and manufacture of festoon lighting.
- Design and manufacture of cloth pavilions.
- Design and manufacture of lit pavilions (*pavaljuni tad-dawl*).
- Design and manufacture of artistic pedestals.
- Design and manufacture of feast decorations which are set up during feast days (this excludes the *liedna*).
- Investment in teaching and training related to the design and manufacture of artistic decorations.
- Cultural projects and activities.
- Social projects and activities.
- Restoration of every type of feast decorations which are set up in streets during feast days (these exclude the *liedna*)
- Statues set up in streets.

## 2. Definitions

### Applicant

- An applicant may be a voluntary organisation registered with the Commissioner for Voluntary Organisations or one which was already registered or active in 2022, with proof/evidence. Applicants cannot be Arts Council Malta employees or involved in the management of the Artistic Heritage Scheme.

### Application

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

### Beneficiary

- The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Scheme. The beneficiary of the grant may not be changed throughout the duration of the funded project and until the final disbursement is issued. The disbursement of the grant may only be issued on behalf of the beneficiary. The beneficiary is responsible to ensure that any VAT invoices are issued on behalf of the beneficiary and include the beneficiary's VAT information. In the case of a beneficiary who does not carry out economic activity and as a result is not registered for VAT the beneficiary has the duty to ascertain that they will receive a fiscal receipt for the goods and services received.

### Evaluation board

- Arts Council Malta appoints an Evaluation Board for each call under the Scheme. The appointed board may be composed of local or foreign professionals in the sector of culture and the arts.

### Mandatory documentation

- Any document(s) needed to support your proposal and aiding the evaluation of your project (e.g. track records, portfolios, artistic CVs, official correspondence confirming rental of space, permits or other documents).

### Eligibility

- Applications will first be screened in terms of technical and artistic eligibility by the fund administrators and managers. Proposals which are not considered eligible in terms of the set criteria will not be processed further and will not undergo evaluation.

### Evaluation

- Applications deemed compliant and eligible are evaluated against the criteria established in these guidelines by the appointed evaluators.

### Maximum funding

- There is a maximum limit which can be allocated for the proposals in these segments:
  - feast band clubs, with EUR 8,000 for band club societies.
  - fireworks and mechanical ground fireworks, with EUR 5,000 for organisations which have their own fireworks factory as the property of the same organisation, while organisations which work with fireworks and mechanical ground fireworks in factories which are not the property of the same organisation can benefit from a maximum of EUR 2,500.
  - semi-permanent feast decorations, with EUR 5,000.This will be decided on a case-by-case basis, depending on the application.

### Management and administration

- Arts Council Malta is responsible for the implementation and management of this scheme. All official correspondence, including the online submission of applications or updates to awarded proposals, must be sent to the address indicated in these guidelines.

### Individual

- Individuals who apply for the grant must be Maltese citizens; or have a Maltese residence permit, or a Maltese citizenship certificate, or a Maltese passport.

### Community

- A group of persons who share values, mores, identities, or practices.

### Public Cultural Organisations

- Public cultural organisations which fall under the auspices of Arts Council Malta, including Teatru Malta, the Mediterranean Conference Centre, the National Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, the Valletta Cultural Agency, MICAS, Festivals Malta, and the National Agency for Performing Arts.

### Voluntary Organisation

- An organisation which is legally established and/or publicly registered in Malta, having a statute. Voluntary organisations must be enrolled 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.

### Disbursement of funds

- The grant is given in accordance with that indicated on page 2 of these Guidelines and Regulations. Payment is done via a cheque issued in the name of the applicant. Every applicant who presents an application must have a valid bank account.

## 3. Eligibility

Proposals will first be screened in terms of technical eligibility. Ineligible proposals in terms of the points below shall not be processed further and shall not undergo evaluation.

Maximum eligible timeframe to implement the project: 12 months.

### 3.1 Who can apply?

The applicants must qualify as:

- Voluntary Organisations enrolled with the Commissioner for Voluntary Organisations in 2022 and which are compliant for the year 2022

The applicants must clearly show that the voluntary organisation is active in the field to which it is applying. It can do this by exhibiting the part of the statute which indicates the activity:\*

- In feast band club music
- In health and safety in fireworks factories
- In semi-permanent feast decorations

\*for the purposes of these guidelines, *activity* means that the same voluntary organisation has the capacity to engage in activities related to the field it is applying in without exclusively depending on third parties.

The applicant must be a Maltese citizen, or have a Maltese residence permit, or a Maltese citizenship certificate, or a Maltese passport.

### 3.2 Who cannot apply?

- Applicants whose profile is not verified due to it being an incomplete profile for not having the below mandatory documents:
  - a copy of your Maltese ID card (including the front and back side); or your Maltese residence permit or your Maltese citizenship certificate or your Maltese passport;
  - a signed statute in the case of a voluntary organisation.
- Applicants who do not qualify under the definition of applicant for this specific scheme.
- Beneficiaries who did not honour previous financial commitments.
- Beneficiaries who did not at least put forward or conclude within the stipulated timeframe one final report in connection with a past grant financed by Arts Council Malta.
- In the case of the second call, beneficiaries who were given funds from the first call of the scheme.
- Voluntary organisations which:
  - are not enrolled with the Commissioner for Voluntary Organisations;
  - were enrolled with the Commissioner for Voluntary Organisations after 2022;
  - whose activity started after 2022;
  - did not present their updated accounts to the Commissioner for Voluntary Organisations;
  - do not have a registered address in the Maltese islands.

- Organisations/activities for entertainment-based feast (briju)
- Organisations/activities whose fireworks are bought and/or launched from the band club roof top or similar.
- Organisations/activities for decorations of band club façades and/or church or parvis.
- Organisations/activities which receive public funds through established government line-votes.

### 3.3 What costs can be covered?<sup>1</sup>

This grant may cover up to 100% of the following costs which are directly related to the proposal (the grant may not exceed the amount indicated in the definition of the maximum funding, for every area).

- Artistic tariffs.
- Consultation, research, and advice from professionals regarding healthy and safety, assessment of risks, and ethical issues.
- Contingencies, up to 10% of the total expenditure.
- Fees related to training and development (these must be justified on the basis of the proposed project).
- Healthy and safety measures.
- Insurance.
- Other tariffs directly related with the implementation of the project (including, among others, legal expenses, mentoring, service providers, participation tariffs, etc.).
- Production expenses.
- Project management.
- Renting of spaces (the renting of spaces will only be considered if deemed necessary for the project).
- Renting/purchasing of equipment (the purchasing of equipment will only be considered if deemed necessary for the project).
- Subscriptions to virtual platforms or other digital services where relevant.
- Teaching and development expenses.

For more information about presenting your budget, refer to our General Budget Guidelines available on <https://artscouncilmalta.gov.mt/pages/funds-opportunities/scheme-2024/general-budget-guidelines/>.

### 3.4 What expenses cannot be covered?

- Expenses for activities which do not fall within the remit and/or purpose of the statute, or/and the capacity of the same voluntary organisation.
- Expenses related to fund-raising events.
- Expenses which are already covered by public cultural organisations, or other public funding programmes managed or co-managed by Arts Council Malta or another public agency, government department or ministry.

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<sup>1</sup> All costs will be considered only if these resources are not already covered/cannot be covered by the applicants or supporting/partner organisations.

- Expenses which are eligible under other schemes managed or comanaged by Arts Council Malta or another public agency, government department or ministry.
- Expenses which were not made during the eligible timeframe.
- Funding for the creation or maintenance of contests, competitions, study funds, prizes, or scholarships.
- Reimbursement of salaries, either in part or in whole.
- Subsistence, catering, and hospitality.
- Tariffs for services provided by public cultural organisations or any other public agency, government department or ministry.

### 3.5 Ineligible applications

- Activities not related to a village or town feast.
- Activities whose aim is fundraising or political propaganda.
- Applications for the creation or maintenance of contests, competitions, study funds, prizes, or scholarships.
- Applications submitted after mid-day (12:00) of the respective date of the deadline.
- Applications presented by public entities with or without a budgetary line-vote.
- Incomplete applications (refer to the checklist in section 5.1).
- Initiatives which are eligible under any other programme financed by the state dedicated to Maltese art/culture.
- Projects with a duration which does not fit within the eligible timeframe.
- Projects which have already begun or been completed before the notification of results to applicant(s).

Any other activity which can be developed outside the scope of the applications for the Artistic Heritage Scheme.

A voluntary organisation may submit more than one application but can only benefit once for every goal it develops.

## 4. Criteria

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

### 4.1 Criterion 1: The Concept (40 marks)

This criterion considers the artistic idea(s) of the proposed project or activity as well as its goals and objectives as regards the applicant. The application will also have to refer to any professional development plan and to capacity building that form part of the proposal. As such, the following points should be addressed:

- Project context (20 marks);
- The goals and objectives of the project (10 marks);
- A detailed and concise description of all that the project entails, including all the specific activities related to it (10 marks);



- Provide the artistic, audiovisual material, samples, plans, photos, or evidence designs or drafts of the proposal as the case might be.

## 4.2 Criterion 2: Project management (20 marks)

This criterion considers the level of commitment and preparation before the presentation of the proposal as well the proposed plan to deliver your project and achieve its goals and aims. As such, the timeframe for the achievement of the results and other relevant timeframes should be noted down clearly and justified as necessary, together with the pertinent management risks. In this regard, the following questions should be addressed:

- How are you planning to deliver this project? (e.g. timeframes, workplans, responsibilities, the skills and track records of the persons responsible for project management, the logistical plan) (10 marks)
- Are there any permits necessary, author copyright issues, and legal, ethical, or administrative issues which you need to address? (10 marks)

## 4.3 Criterion 3: Audience involvement (20 marks)

This criterion considers the involvement and the development of established and/or new audiences. Involvement refers to the role, the nature of the involvement, as well as the experiences offered to the audiences. Audiences can include groups of internal and/or external interested parties, according to the nature of the project or activity proposed. For example, if the primary goal of a project is that of capacity building, audiences can include collaborators and whichever other participants involved in the process. If the project involves a public event or production, audiences can include general members of the public. This criterion emphasises the level of involvement in accordance to what is being proposed by the applicant(s) in line with the following question:

- Which are your target audiences (internal and/or external) and how will they be reached? (20 marks)

## 4.4 Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented planned budget is. It also considers efforts made to obtain funds from other sources. The following question has to be addressed:

- What are the expenses in the budget directly and indirectly tied with the delivery of the proposed project or activity? (20 marks)

# 5. Submitting the application

Follow these steps to apply:

1. Read these guidelines and regulations very carefully;
2. Check whether your proposed idea can be addressed by this scheme;
3. Press the [link](#) that will take you to the online application system;
4. If you do not have a profile, create your profile with Arts Council Malta by clicking on Register and filling in the details;

5. From the open calls section, select the online application for the scheme you intend to apply to;
6. Follow the instructions step by step. Fill in all the required information from the online application, including the budget, and attach the supporting documentation;
7. Submit the application. You should be receiving an automatic acknowledgement by the system. If you do not receive such a notification, contact us on [applyforfunds@artscouncil.mt](mailto:applyforfunds@artscouncil.mt).

Applicants are asked to create a profile in the ACM's CRM at least two weeks before the call's deadline.

In case of difficulty, you can call us on 2334 7230 Monday to Friday between 09:00 and 16:00 or email us on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

It is your responsibility to present a complete application form as explained in these guidelines and regulations. If you do not present all the necessary information and documentation, your application will not be processed and evaluated.

It is solely at the Council's discretion to request that applicants provide any missing mandatory documentation following the call deadline.

Upon the submission of the application, applicants accept that should the application be awarded funding, the name, the project title, and the amount awarded can be published by the Council.

A decision on funding will be made on the strength of the submitted information, including documentation in support of the proposal.

Applications handed in after 12.00 (noon) of the respective deadline cannot be accepted.

## 5.1 Checklist

- A copy of the VAT registration certificate, or a signed declaration by the secretary in case the organisation does not undertake economic activities.
- A signed statute of the voluntary organisation which clearly shows its aim(s).
- Artistic, audiovisual material, samples, plans, photos, or proposal evidence designs or drafts, as the case might be.
- Permits.
- Quotations for services and/or materials.
- The CVs of all the project participants.

In the case of applications for healthy and safety in fireworks factories, these should include:

- A declaration by the secretary of the voluntary organisation confirming that the fireworks factory is indeed the property of the same organisation.
- An architect's declaration confirming that all the necessary permits have been obtained in the case of:
  1. Demolition of buildings or immobile structures;
  2. Excavation of virgin land (rocks or soil).
- A recent receipt from the Weapons Office.
- A copy of Licence A or Licence B.
- A copy of the licensee's identity card (back and front side).

## 6. Funding process

This is a competitive scheme and will be evaluated by a board of sectoral experts as per the established criteria.

As specified above, every criterion has a number of specific marks allocated to it. In order to be considered for financing, the projects must obtain a median of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the quality of the proposed project and the availability of funds. As such, if a project obtains 60 marks or more this does not mean that it will automatically be given funds. The Evaluation Board may decide to not allocate all the total available funds for a particular call if the proposed projects do not meet the level of the established funding criteria.

The eligible applications will be evaluated by an evaluation team chosen by Arts Council Malta on the basis of their professional experience. The Council will choose evaluators on the basis of their independent and professional experience. The evaluators will present an evaluation on every proposed project and will indicate the relevant classification given.

### 6.1 Communication of results

The notification of results from Arts Council Malta will indicate the decision, as per the eligibility criteria. The notification of results will be sent when the application is completed together with the inclusion of all the obligatory documentation, and on the dates indicated on page 2 of this document.

The chosen applications will be published online. Only the names of the chosen applications will be published; in the case of applications which are not given any funds, only their reference number will be published.

No information regarding the evaluation process will be published before the notification of the official result. All form of solicitation will automatically disqualify the application.

All the information received will be considered as confidential, both during and after the evaluation process. All the provisions regarding data protection and confidentiality for successful events will be included in the grant agreement.

## 7. Implementation and monitoring

A contract specifying the conditions of the scheme will be signed. The grant may only be awarded upon completion of the above process within the established timeframe. The disbursement equivalent to 100% of the allocated amount will be processed after the signing of the contract and the submission of the final report from the beneficiary, after Arts Council Malta's approval.

The beneficiaries must use the Council's official logo on all related material and specify that the event was supported by the grant as follows: **Supported by 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 make themselves available for visits and communication with the Council's representatives for monitoring purposes, both during the implementation of the event as well as after its completion. The Council also reserves the right to revise the final payment if the total expenditure is less than that estimated in the application form or if the contract's terms are not respected.

## 7.1 Report

At the end of your project, you will be required to submit a report by not later than six (6) weeks after the event 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.

You will also be required to present a final updated budget together with all supporting documents, including a report on the reconciliation of tickets.

The Council retains the right to make use of submitted event material.

The Council 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.

## 8. 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.

### 8.1 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 the 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.

### 8.2 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 of Funding and Strategy, Arts Council Malta, on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt) 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, the Council 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.

## Need advice?

Arts Council Malta offers pre-submission consultation services to help secure support for your project. We are there every step of the way. We can help you determine whether the core concept and profile of your project are in line with the targeted support mechanism, and provide feedback on the way you plan to present your project. Plan ahead and get in touch with us at least four weeks before the submission deadline, to make the best of our services.

You are welcome to call us on 2334 7230 on weekdays between 09:00 and 16:00 or to send us an email on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

**Guidelines updated on 27th February 2024.**