

# ARTVISTI

## Guidelines and Regulations 2024



ISSUED: MARCH 2024

**TIMEFRAMES**

SUBMISSION DEADLINE	ANNOUNCEMENT	IMPLEMENTATION TIME FRAME			
16th April 2024	30th May 2024	ARTIVISTI development	ARTIVISTI project proposal submission deadline	ARTIVISTI project announcement	ARTIVISTI project implementation and mentoring
		June to November 2024	01st November 2024	25th November 2024	December 2024 to December 2025

**PROJECT ALLOCATIONS**

<b>SESSION BUDGET</b>	<b>MAXIMUM ELIGIBLE AMOUNT PER PROJECT</b>
<b>EUR 20,000</b>	<b>EUR 4,000</b>

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

# 1 Introduction

ARTIVISTI is an intersectoral collaboration between Arts Council Malta and Aġenzija Żgħażaġh. It forms part of a portfolio of initiatives to maximise the potential of Malta's creative growth by investing in excellence in Malta's cultural and creative sectors, encouraging further career opportunities in the sectors, facilitating cultural exchange, as well as promoting inclusivity and active cultural participation.

ARTIVISTI is linked to the implementation of the National Youth Policy and Arts Council Malta's ongoing strategy, with a particular focus on providing more opportunities for young people to be more active in society through creative engagement and development.

The programme is developed to encourage young artists to hone a focus on bringing change and leaving an impact on society through art and creativity. The programme is designed to provide the necessary incentive to young ARTIVISTI and to support their participation in creative endeavors, providing opportunities for creative growth.

ARTIVISTI aims at:

- Identifying and giving recognition to outstanding young talent
- Instilling social responsibility through arts and creativity
- Serving as a platform for critical thinking, innovation, and practice-based research
- Investing in transformation through knowledge, skills, attitudes, values and creative exchange.

# 2 Definitions

Applicant

- An applicant must be an individual. Applicants cannot be employees of Arts Council Malta or Aġenzija Żgħażaġh.

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 initiative. The beneficiary is responsible for the implementation of the proposal supported by Artivisti. 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.

#### Disbursement of Funds

- The grant will be disbursed as indicated on page 3 of these guidelines and regulations. A cheque payment will be issued on behalf of the beneficiary. The beneficiary must have an active bank account when submitting the application.

#### Eligibility

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

#### Selection Board

- Arts Council Malta and Aġenzija Żgħażaġh appoints a team of external sectorial experts to select beneficiaries of the initiative, based on established selection criteria. The appointed board may be composed of local or foreign professionals.

#### Individual

- Individuals applying for the scheme must be Maltese citizens; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of a Maltese passport.

#### Management and Administration

- Arts Council Malta and Aġenzija Żgħażaġh are responsible for the management of this initiative. All official correspondence, including the online submission of applications, must be sent to the address indicated in these guidelines.

#### Maximum Funding

- There is a ceiling amount of €4,000 per project to be allocated. This will be decided on a case-by-case basis depending on the project proposal submitted in the second phase of the project.

## 3 Benefits of the Initiative

A maximum of five beneficiaries will be selected. Each selected beneficiary will be granted:

- Participation in an 18-month interdisciplinary residency programme. (A brief description is provided in Section 5 of this document)
- The opportunity to receive mentorship and a grant of up to €4,000 towards the implementation of an ARTIVISTI project by the young creative. (A brief description is provided in Sections 6.1 and 6.2 of this document)
- Opportunity to access, and learn from, a nourishing pool of creative talent and a rich network of peers

- A visible ambassadorial role for the arts
- Membership to alumni community and a lifetime of encouragement, opportunity and support. (A brief description is provided in Section 8 of this document).

### 3.1 Interdisciplinary programme

The residency programme is designed to maximise creative development of participants. The residency programme will tap into the opportunities and strengths of diversity within the creative scene and facilitate productive interaction between creatives. Participants will be supported to draw on networking experiences, engage in creative collaborations and cross-pollination of ideas.

The Interdisciplinary Residency Programme focuses on stimulating initiative and professional arts practice, cultivating social responsibility, and offering project development training through the following:

#### 3.1.1 Networking Labs

The Networking labs aim at encouraging intensive interpersonal and team development, generating creative activist discourse, reflection on the role of the ARTIVISTI, exploring different art forms, considering possible (interdisciplinary) collaborations, enabling peer review

Scheduled programme includes:

- A three-day residency in September 2024
- A day seminar in 2025
- Skill development sessions that will be held over the duration of the programme

#### 3.1.2 ACMLab

The ACMLab series is Arts Council Malta's regular platform for information, networking, and matchmaking sessions as well as discussions and regular meetings with the sector. Scheduled events taking place in 2024 and 2025 will form part of the interdisciplinary residency portfolio.

The Interdisciplinary Residency Programme is created and coordinated by Aġenzija Żgħażaġh.

Participants are obliged to attend the Interdisciplinary Programme as part of their commitment to the Initiative.

### 3.2 ARTIVISTI project

The ARTIVISTI who is selected on the programme will be given the opportunity to apply for a project to be implemented during the latter phase of the programme.

Eligible period: From notification date of ARTIVISTI project grant until end December 2025.

### 3.2.1 Budget allocation

Projects submitted during this phase of the programme may be allocated a maximum budget of €4,000 to each participant. ARTIVISTI may choose to collaborate and submit joint applications, thereby augmenting the eligible budget per project.

Beneficiaries will also be benefitting from mentorship as per para 3.2.2. Projects submitted will be evaluated by the Selection Board.

70% of the funding will be disbursed to the chosen creative upon approval of proposal submitted with the creative mentor; the remaining 30% will be disbursed upon completion of project and participation in residency programme.

### 3.2.2 Mentorship

The application shall verbalise a mission statement, including a core ARTIVISTI idea. These will be considered by the Selection Board, who will then advise Arts Council Malta. The selection of the mentor ultimately lies with Arts Council Malta.

The Mentorship Programme is a laboratory for development of the creative as an ARTIVIST and the creative's capacity to implement the ARTIVISTI project awarded through the ARTIVISTI project grant. The mentorships are designed to be a self-directed experience planned with the respective mentors. The mentors will provide the creative they are mentoring with broader access to the local cultural landscape by sharing ideas, advice, resources, and experiences.

The selection of the mentor ultimately lies with Arts Council Malta.

The Mentorship Programme is coordinated by Arts Council Malta.

### 3.2.3 Alumni Community

The programme serves to support our work of nurturing young artists and creative practitioners at every stage of their professional development while sharing their works with the public.

The selected creatives become part of an expanding support network of alumni over the years. The programme brings the work of participants and alumni to audiences in the Maltese islands as well as abroad.

## 4 Eligibility

Applications will first be screened in terms of 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.

### 4.1 Who can apply?

The initiative is intended for young people whose age in the year 2024 will be between 18 and 25 years and who are interested in art and activism. The programme will expose young creatives to activism and drafting, proposing and managing creative projects rooted within an activist concept.

Applications for this initiative are open exclusively to individual creatives.

Applicants must be Maltese citizens; or be in possession of a Malta residence permit; a Maltese citizenship certificate; or a Maltese passport.

### 4.2 Who cannot apply?

- Applicants whose profile is not verified due to it being incomplete for not having the below mandatory document:
  - 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
- Applicants who do not qualify under the definition of applicant for this initiative.
- Beneficiaries who have not honoured previous funding commitments.
- Beneficiaries who did not submit or complete at least one final report related to a previous grant funded by Arts Council Malta within the established timeframes.
- Individuals under 18 years of age or who will be over 25 years of age by end of year 2024

### 4.3 With reference to the project grant, what costs can be covered<sup>1</sup>?

This grant may cover up to 100% of the following costs. These must form part of the final project components (up to a maximum of €4,000 per project, whichever is the lowest).

- Artistic fees - these may be artistic fees of collaborators and contributors, amongst others
- Technical fees
- Contingency, not exceeding 10% of the total cost
- Digital initiatives including, but not limited to, subscription to software, service providers and the creation of online resources

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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.



- Fees related to training and professional development
- Health and safety measures
- Hire/Purchase of equipment. (Purchase of equipment will only be considered if deemed necessary to the project)
- Indirect costs, not exceeding 5% of the total cost. (Examples – Servicing: electricity, water, insurance, cleaning; telephone / fax / Internet connections; postage and mailing; paper, ink / cartridge, stationery, etc)
- Insurance
- Marketing, PR and communications (not exceeding 10% of project total - these may include, but are not limited to, photography and videography which may be used for the young artists' portfolio)
- Other fees directly related to project implementation (including, but not limited to, legal, service providers, participation fees, linguistic fees etc.)
- Project Management (including, but not limited to, administration, coordination and/or development).

#### 4.4 With reference to the project grant what costs cannot be covered?

- Costs already covered by public cultural organisations, or another public funding programme managed; or co-managed by Arts Council Malta or other public agency, government department or Ministry
- Expenses that are not incurred during the time frame of the development programme stipulated in the agreement
- Funding for the creation or upholding of bursaries, prizes or scholarships
- Reimbursement of salaries, or part of
- Subsistence, catering and hospitality.

#### 4.5 What projects are not eligible for support?

- Activities that are not related to culture, arts and the creative industries
- Activities whose objective is fundraising or political propaganda
- Applications submitted after noon (12:00) of the respective day of deadline
- Applications for funding the creation or upholding of contests, competitions, bursaries, prizes, or scholarships
- Events held on a regular basis, including annual projects, annual festivals, school/annual shows, regular training programmes
- Incomplete applications as explained under 'Section 6.1 – Checklist' of these guidelines
- Individual modules credited as part of an education course, or research as part of established academic programmes
- Initiatives eligible under the any other state-funded programme dedicated to Maltese arts/culture
- Projects that would have already started and/or taken place before the result is notified to applicant
- Projects whose duration does not entirely fall within the eligible timeframe

- Training programmes required to renew professional licenses or accreditations.

Any other activity which may be developed outside the scope of *ARTIVISTI* is not eligible for support.

## 5 Selection

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

### 5.1 Criterion 1: Strength of portfolio and level of commitment (40 marks)

This criterion considers the level of commitment demonstrated by the applicant. The evaluators will also consider the applicant's portfolio, interests and previous work. Applicants should not necessarily have experience in activism however they should demonstrate an interest in related issues such as inclusivity, diversity and environmental and climate change, amongst others.

### 5.2 Criterion 2: Vision and Mission Statement (20 marks)

This criterion considers the artist's ambitions, vision and point of view, together with the preliminary idea for *ARTIVISTI* project. This should not be detailed and may be altered with the help of the mentor throughout the programme.

Projects can be presented using multiple formats and media.

### 5.3 Criterion 3: Relevance of the programme (20 marks)

This criterion considers the relevance of the programme to the applicant and their professional development.

### 5.4 Criterion 4: Clarity of vision and video pitch (20 marks)

This criterion considers the clarity of the concept and how this is reflected throughout the project. The evaluators will also consider the video pitch granting marks for the strength of motivation, creativity and innovation.

The aim of the video pitching is to create an opportunity to voice the motivation being presented to the evaluators.

- The video pitch is the face of the application, not only delivering vital information, but also displaying personality
- The video pitch may be created using any medium, including a mobile phone, and uploaded (password-protected) on YouTube or Vimeo. It can be presented in a variety of creative formats but should not be longer than three (3) minutes. The pitch shall include a taster of the applicant's creative proficiency and the applicant's motivation towards activism

- A link to the uploaded pitch, as well as the relevant password (if the uploaded pitch is password-protected), are to be included in the application.

## 6 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 initiative
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 initiative you intend to apply for
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 required to register a profile on the ACM CRM at least two weeks prior to the deadline of the call.

In case of difficulty, or if you would like to consult us regarding this fund, you can call us on 2334 7230 from Monday to Friday between 09:00 and 16:00, or send an email 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.

Prior to the application deadline, Arts Council Malta representatives will not be checking your application forms. It is solely at Arts Council Malta'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 they be selected for the programme. Their name, and subsequently their project name and details, can be published by Arts Council Malta.

A decision on funding will be made on the strength of the submitted information and supporting documents.

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

### 6.1 Checklist

- Applicant biography/artistic CV
- CV of endorsers
- CV of proposed mentors

- A complete and dated application form
- A practice portfolio/links
- A creative video pitch by the applicant, which includes:
  - A taster of the applicant's creative proficiency
  - The applicant's goals and dreams for the next three years
  - Motivation for applying for the programme
  - Why the applicant should be chosen for the programme
- Any other supporting material if available.

## 7 Selection process

This initiative is competitive and participants will be selected according to established criteria.

As specified above, each criterion is allocated a number of specific marks. To be considered for support, applicants must obtain an average of at least 60 marks. A maximum of five applicants will be chosen as participants. The decision is based on the quality of the submitted proposals and on the availability of spaces. Therefore, obtaining 60 marks or more does not automatically mean that you will be selected. The Evaluation Board may decide to choose less beneficiaries if the applicants do not reach the required level in terms of the fund criteria.

Eligible applications will be assessed by a selection team appointed by the Council based on their professional experience. Arts Council Malta will select evaluators based on their independent and professional experience. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded.

### 7.1 Communication of results

On the day indicated on page 2, you will receive your result notification from Arts Council Malta. Together with the covering letter, we will also attach a copy of the feedback form, indicating the reasons and marks leading to the Selection Board's decision, according to the initiative criteria.

If you have any difficulties concerning your results, you should email us on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt) within five (5) days of receiving your funding decision.

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 the Executive and Manager responsible for the scheme and Evaluators 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.

## 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 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 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.

## Need advice?

ACM and Aġenzija Żgħażaġh offer pre-submission consultation services to help secure support for your application. We are there every step of the way. We can help you determine whether ARTIVISTI is the right programme for you and provide feedback on the way you plan to present your proposal. 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 ACM on 2334 7230, Aġenzija Żgħażaġh on 22586700 on weekdays, between 09:00 and 16:00, or send us an email on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

**Guidelines updated on 29th February 2024.**