



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

ARTS SUPPORT 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 30,000. Applicants may request up to 80% of the project expenditure)

Reference Number

Project Title _____

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

1.4 Project Description

Please provide overview of proposed activities

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 arts council.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.

1.10 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 13/09/2024 – 13/03/2026)
End Date ___/___/___

Step 1: _____ From: ___/___/___ to ___/___/___ Description:
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

Mandatory Documentation
+ Letters of intent from collaborators

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

4. Criteria

Criterion 1: Concept (100 marks)

This criterion reflects the concept of the proposal; the, aims, objectives, and outcomes of the proposal; and the relevance of the concept.

Please ensure that the applicant maintains anonymity when filling in this section.

- Please explain the main artistic idea that will be developed through this proposed activity. (20 marks)
- How is the proposed activity innovative? Please refer to the definition of 'innovation' in Section 2 of these Guidelines and Regulations. (20 marks)
- Please define the aims, objectives and expected outcomes of the proposed activity. (20 marks)
- How is the proposed activity relevant to your artistic development and the development of the cultural and creative sectors and of the community at large? (20 marks)
- Please explain how the proposal relates to Arts Council Malta's long-term vision and mission? (20 marks)

Additional Documentation:
+ Add files

Criterion 2: Audience Engagement

This criterion reflects the engagement of established audiences and of new audiences, as well as dissemination plans. ‘Engagement’ refers to the role, 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.

Please ensure that the applicant maintains anonymity when filling in this section.

The following questions do not carry a weighting for funding decision, however, they need to be filled in by the applicant.

- Please elaborate on the core audiences (internal and/or external) of this activity, and on how these audiences will be reached
- Please provide an outline of the marketing, PR and communications plan as applicable to the proposed activity, explaining why you opted for your chosen methods. ‘Communications plan’ also includes internal dissemination, which may not be at a public level.

Additional Documentation:
+ Add files

Criterion 3: Project Management

This criterion reflects the level of commitment and preparation in the run-up to the proposal, as well as the proposed plan to deliver and achieve the activity’s aims and targets. This includes the main collaborator(s) involved on the activity and their track records.

The following questions do not carry a weighting for funding decision, however, they need to be filled in by the applicant.

- Please submit a plan for the delivery of the proposed activity. (Kindly include step-by-step time frames, methodology, workplans, respective roles and responsibilities within the project, skill sets, track record, portfolios, logistics plans, as applicable).
- Are there any necessary permits, copyright issues and other legal, ethical and administrative matters to be addressed?



- What is the degree of flexibility in the planning, given the risks and uncertainties? What are the mitigation measures envisaged in view of the identified risks? (e.g. contingency plans, risk assessments, health and safety measures, possible adjustments that may take place).
- Please explain how the proposal is relevant and challenging to your artistic development and to the development of your main collaborators? Kindly elaborate on the applicant's track record and on the track record of the collaborators.

Additional Documentation:

- + Add files
- + When relevant, acceptance letter by institution, platform or venue

Criterion 4: Budget

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

The following question does not carry a weighting for funding decision, however, they need to be filled in by the applicant.

- Please provide a clear budget breakdown including expenses directly related to the proposed project. Kindly explain the rationale for the expenses of the project.

Mandatory Document

- 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 for 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 Artistic Fees
 Contingency (10% of total budget cost)
 Add other expenditure

Income Total amount requested from fund
 Access Support (if applicable)
 Add Other sources of income

Attach Quotes if available
