

# Arts in Schools Scheme

## **Guidelines and Regulations 2023**



ISSUED: MARCH 2023

## ALLOCATIONS

| SESSION BUDGET | MAXIMUM ELIGIBLE AMOUNT PER PROJECT |
|----------------|-------------------------------------|
| EUR 45,000     | EUR 5,000                           |

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

## TIMEFRAMES

| DEADLINE        | RESULTS       | ELIGIBLE TIMEFRAME        |
|-----------------|---------------|---------------------------|
| 12th April 2023 | 22nd May 2023 | Scholastic year 2023-2024 |

# 1. Introduction

The Arts in Schools Scheme is one of Arts Council's Malta tools to sustain and support the cultural and creative ecology, with a focus on arts education. The Scheme forms part of the Council's commitment to engage educators and creative practitioners in dialogue and collaboration. The aim is to encourage students and educators to engage with the creative and cultural sectors and to explore innovative pedagogical approaches for the application of the arts in schools. The scheme is also in line with Arts Council Malta's objective of advocating for a broader inclusion of creativity and the arts in education strengthening further 21st century education and skills.

The scheme encourages collaborations between an educational institution and a creative practitioner for each project.

The objectives of the scheme are:

- To bring creative practitioners into schools and education institutions to work with educators and students to inspire, learn and create in a collaborative and innovative way
- To support projects that engage with the schools' local community and the Maltese artistic scene
- To support projects which complement the curriculum for early years up to secondary education and strive to add value to the learning experience and to the institutions' environments
- To champion innovation and collaboration across fields and encourage students to push the boundaries of creative arts within post-secondary and tertiary institutions
- To encourage collaboration between educational institutions, the culture and creative industries, and other relevant sectors such as science and technology.

# 2. Definitions

Activities falling within the cultural and creative sector:

1. Arts (literature, visual arts, music, performing arts, interdisciplinary)
2. Creative Business Services (design, architecture, cultural tourism and cultural services)
3. Heritage (crafts, traditional festivals and celebrations, cultural sites, antiques)
4. Media (publishing and printed material, audiovisuals, including film and video production, film servicing, television, video games, radio, online media).

Applicant

- An applicant may be an educational institution or college offering formal education from Early Years Cycle to Tertiary Education. The applicant takes the leading role and should fulfil the Eligibility Criteria in Section 3. If selected, the successful applicant shall carry out the project as per the agreed proposal following the development period and have the main legal responsibility for managing the project as the Beneficiary. Applicants cannot be employees of Arts Council Malta or involved in the management of the *Arts in Schools 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.

### Creative Professionals

- All artistic and creative individuals professionally active in the cultural and creative sectors. The proposed creative practitioner/s must not be a full-time employee of the applicant school/college or entity collaborating in the proposed project.

### 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 shall not be processed further and shall not undergo evaluation.

### Evaluators

- Arts Council Malta appoints a team of external sectorial experts for each call within this scheme. The appointed board may be composed of local or foreign professionals.

### Evaluation

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

### Formal education

- Formal education includes primary, lower and upper secondary, post-secondary and tertiary education leading to a recognised certification, degree, diploma or professional qualifications.

### Informal education

- Informal education encompasses any formation programmes occurring outside the structured curriculum. This can occur within formal education institutions such as schools or other institutions such as museums.

### Innovative pedagogical approaches

- Innovative pedagogical approaches refer to theories and methods of learning which seek to develop upon established norms to engage with the contemporary needs of students and teachers.

### Local community

- Local community refers to a group of people residing or interacting in a common space and who share a set of social, economic, geographical, and cultural resources.

#### Management and administration:

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

#### Mandatory documentation:

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

#### Maximum funding:

- There is a ceiling amount of €5,000 per project to be allocated. This will be decided on a case-by-case basis depending on the project.

## 3. Eligibility

Projects 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.

### 3.1 Who can apply?

The Grant is open to educational institutions or college offering formal education from Early Years Cycle to Tertiary Education.

The applicant must be Maltese citizen or be in possession of a Malta residence permit or of a Maltese citizenship certificate or of a Maltese passport. The applicant must be active in formal education in one or more creative fields as defined in Section 2.

The applicant shall assign a staff member or one of the collaborators as project coordinator to act as liaison person with Arts Council Malta and be responsible for project implementation. The applicant may also use funds to engage an external coordinator.

Arts Council Malta will hold match making sessions at Esplora in Kalkara on the 09<sup>th</sup> March 2023 between 09:00am and 13:30pm and on the 10<sup>th</sup> March 2023 between 16:00pm and 20:30pm.

### 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 a Maltese ID card (front and back sides) or your Maltese, residence permit or your Maltese citizenship certificate or a 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 have not honoured previous funding commitments.

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

This grant may cover up to 100% of the following costs (up to a maximum of €5,000 per project, whichever is the lowest).

- Artistic fees
- Contingency, not exceeding 10% of the total cost
- Digital initiatives including but not limited to subscription to software, service providers and creation of online resources
- 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, 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 is 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)
- Rental of spaces
- Standard accommodation (excluding long-term rental or part of)
- Travel (economy class) including but not limited to public transport, air travel, car/vehicle rental)
- Travel VISA.

For more information about presenting your budget, refer to our General Budget Guidelines available on <https://www.artscouncilmalta.org/pages/funds-opportunities/schemes-2023/general-budget-guidelines/>.

### 3.4 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.
- Costs which are already covered through usual operational budgets (space which is owned by the applicant or the partner/supporting organisation/individual).

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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.

- Funding for the creation or upholding of bursaries, prizes or scholarships.
- Fees for services provided by Public Cultural Organisations or other public agency, Government department or ministry.
- Recoverable VAT, where applicable
- Reimbursement of salaries or part of
- Retroactive costs
- Subsistence, catering and hospitality.

### 3.5 What applications are not eligible?

- Activities receiving local public funds through established Government line-votes
- 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, bursaries, prizes, or scholarships.
- Events held on a regular basis, including annual projects, annual festivals, school/annual shows, regular training programmes, prize-days, publications, art and craft exhibitions etc. However, yearly projects may be used as platforms to present the work developed through the scheme
- Incomplete applications as explained under Section 5.1 – Checklist of these guidelines.
- Individual modules credited as part of an education course or research as part of established academic programmes.
- Initiatives eligible under Screen Malta, TV Production and Content Fund, Annual Cultural Activities Scheme, VOPS, Għaqda Każini tal-Banda, National Book Council, Valletta Cultural Agency, Malta Arts Scholarships or any other State-funded programme dedicated to Maltese arts and/or culture
- Projects that would have already taken place before the result is notified to applicant(s).
- Projects which are already funded by other national or EU-funded programmes.
- Projects whose duration does not fall within the eligible timeframe.
- School-visits abroad unless the institution makes a strong case that these are an essential part of the project.
- Student exchanges.
- Training programmes required to renew professional licenses or accreditations.

Any other activity which may be developed outside the scope of the *Arts in Schools Scheme* are not eligible for support.

Applicants can submit more than one application under the same call. However only one of the applications can be funded per session. Applicants may benefit from only one awarded application through this scheme during a calendar year.

## 4. Evaluation

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

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

This criterion considers the impact on students' personal development and active engagement in creativity and the arts. Proposals should explore innovative concepts for the engagement of students in a creative environment.

- For early years and primary education:

Projects that involve students in the creative process. The use of creativity and exposure to new art forms, skills and techniques as well as teamwork and inclusivity to reach creative objectives set through the project will be considered.

- For middle schools, secondary and post-secondary school and tertiary education institutions:

Projects that call on the students' creative skills in engaging within the projects' processes, from the planning and developing stage to the implementation of the project itself. The use of newly acquired skills and techniques as well as teamwork and inclusivity to reach creative objectives set through the project will be considered. (20 marks)

- For early years, primary schools, middle and secondary school:

Projects which promote new and innovative ideas and expose students to different application of the arts in new contexts, formats, or places. Experimentation, technology, media and student interaction are considered favourably. Projects which complement the curriculum through an interdisciplinary and creative approach for students, educators and creative practitioners alike.

- For post-secondary schools and tertiary education institutions:

Projects which push the boundaries of traditional arts, promote new and innovative ideas and help students use the arts in new contexts, formats or places. Experimentation, technology, media and audience interaction are considered favourably. (20 marks)

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

This criterion considers the opportunities for students to participate and contribute during each phase.

- Proposals which maximise the institutions' artistic development opportunities and bring added value to the institution through the outcome and end result. (10 marks)
- Projects which help to develop students' creative skills, including new ways of carrying out tasks, exploring different perspectives and problem solving and respond to the different needs and capabilities of students while offering different learning methods and pedagogies. (5 marks)
- Projects which expose students to different application of the arts, which may increase participation in the arts at school as well as within the community. Such projects may also increase opportunities for students who do not usually engage in arts or cultural activities. (5 marks)

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

This criterion considers the creation of new networks and collaborations as well as the development of existing ones.



- Collaborations with one or more identified creative practitioners to maximise the potential outcomes of the project. This criterion will consider the level of collaborations proposed as well as their relevance to the development and implementation of the creative project proposed. (10 marks)
- Projects which encourage interaction between students, the institution, the local community and the artistic scene. (10 marks)

#### 4.4 Criterion 4: Budget (20 marks)

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

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

In case of difficulty or if you would like to consult us regarding this fund 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.

Prior to the application deadline, the Council's representatives will not be checking your application forms. 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 and supporting documents.

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

## 5.1 Checklist

In order to be complete, applications must be accompanied by:

- A copy of the VAT certificate of registration, if applicable
- Applicant biography/artistic CV to be included in the applicant profile
- Audiovisuals/portfolio showing the applicant's work, as relevant to the proposal. (Audiovisuals up to 5MB may be uploaded directly in the application form. Larger files these may be provided as a link)
- Letters of intent from collaborators, partners and potential venues
- Proof of the organisation's/company's legal registration, if applicable
- Protection of minor clearances where applicable. If not available upon application, the Police conduct will suffice upon application. The POMA clearance must be submitted prior to the implementation of the project.
- Quotations and supporting material, if available.

## 6. Evaluation process

This scheme is competitive and will be evaluated by a board of sectorial experts according to established criteria.

As specified above, each criterion is allocated a number of specific marks. In order to be considered for funding, projects have to obtain an average of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the quality of the submitted proposals and on the availability of the funds. Therefore, obtaining 60 marks or more does not automatically mean that you will be awarded the funds. The Evaluation Board may decide not to allocate the total funds available for a particular call if the proposed projects do not reach the required level in terms of the fund criteria.

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

## 6.1 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 evaluation form, indicating the reasons and marks leading to the Evaluation Board's decision, according to the fund criteria.

The order of classification of the projects, according to the marks allocated by the evaluators, will be published online. Only the names of the successful projects will be published. In the case of projects which have not been awarded any funds, only their reference number will be published.

If you have any difficulties concerning your results, kindly 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 Fund administrators, managers 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.

## 7. Project implementation and monitoring

Beneficiaries must provide full documentation to support the application and budget plan within 30 days from receipt of the notification letter. Arts Council Malta will accept a variation of up to 5% from the proposed total cost. The contingency indicated in the budget plan will support any variations from the proposed total cost. Under no circumstances will the Council be in a position to increase the grant awarded.

Upon provision and approval of the above mandatory documentation, a contract specifying the conditions of the fund will be signed. The grant may only be awarded upon completion of the above process within the established timeframe.

70% of the total amount allocated by the Evaluation Board will be processed after the signing of the contract. The remaining 30% will be disbursed after the submission of the final report by the beneficiary, following approval by the Council.

The beneficiaries must use the Council's logo on all related material and specify that the project 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 notify the Council immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received. The Council reserves the right to revise or withhold the final payment if the change in the project is not considered to be in line with the initial proposal or if the Council is not informed of the changes within a reasonable time.

Beneficiaries must make themselves available for visits and communication with the Council's representatives for monitoring purposes, both during the implementation of the project 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.

## 7.1 Report

At the end of your project you will be required to submit a detailed report highlighting the work carried out and the project achievements by not later than six (6) weeks after your project 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. Beneficiaries will also be requested to submit evidence of the research process which should include visual documentation, blogs and other documentation.

You will also be required to present a final updated budget together with all supporting documents.

The Council retains the right to make use of submitted project 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 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 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 would be accepting that we can use information about your project to address the complaint. The decision of the Board is final.

## Need advice?

Art 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. To make the best of our services, plan ahead and get in touch with us at least two weeks before the submission deadline.

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 25th January 2023**