

Ref. No.: KMKA 65/18/15

Call for Applications

**Grants for specialisation training in sector-specific, technical or
cultural policy components**

ESF.04.0079 – *Create 2020: Investing in cultural and creative capacity skills in Malta’s public sector*

Date of issue: 15th December 2020



Operational Programme II - European Structural and Investment Funds 2014-2020
“Investing in human capital to create more opportunities and promote the well-being of society”

Project part-financed by the European Social Fund
Co-financing rate: 80% European Union; 20% National Funds



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1. INTRODUCTION

- 1.1 A number of **Grants for specialisation training in sector-specific, technical or cultural policy components** are being offered under *ESF.04.079 "Create2020 - Investing in the cultural and creative capacity skills in Malta's public sector"*, a project managed by Arts Council Malta (hereinafter referred to as ACM).
- 1.2 These Grants are co-financed by the European Social Fund, Operational Programme II – *Investing in human capital to create more opportunities and promote the wellbeing of society – 2014-2020*.
- 1.3 Applicants eligible for a Grant are as follows:
- Public sector employees within Arts Council Malta and the following Public Cultural Organisations: Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Spazju Kreattiv, Pjazza Teatru Rjal, Valletta Cultural Agency, ŻfinMalta, Festivals Malta.
 - Public service employees within the Culture Directorate.
- 1.4 The main objectives of these Grants are to:
- Support the development of eligible employees in the Cultural and Creative Sector (CCS) to explore, develop skills and competencies, build networks and engage in international collaborations;
 - Nurture knowledge and skills that generate value added in the services and initiatives implemented and provided by Arts Council Malta, the Public Cultural Organizations (PCOs) and the Culture Directorate for the benefit of the CCS;
 - Facilitate continuous professional development for public employees working in the CCS;
 - Enhance the international dimension of education and training, through cooperation with other organisations and training institutions in the CCS;
 - Foster transnational networking and cooperation through the sharing of good practice and cooperation.
- 1.5 This is a rolling call, and applications will be accepted as per eligibility requirements specified under Section 4 of this Call for Applications.

2. TYPES OF GRANTS

- 2.1 The following types of grants are being offered under this Call:
- i. **On-the-job training / Internships / Job Shadowing;**
 - ii. **Short Courses / Masterclasses** (locally or overseas);
 - iii. **Networking / Partnerships / Conferences / Seminars / Workshops.**
- 2.2 In the case of local or overseas grants that require travel, the duration should not be longer than two (2) weeks.
- 2.3 In the case of **online** training, the duration shall not be longer than 80 contact hours. In this case, the online training can be distributed over several weeks as long as it is concluded within the time limits of this Call, as specified in Article 4.2.

3. AREAS ADDRESSED

- 3.1 The applicant is to identify an activity related to any of the following eight areas, or to other related areas applicable to the specific work and capacity-building needs of the cultural entity representing the applicant:
- **Area 1: Theatre Production**
Stage Management, Set Design/Scenery, Stage Sound/Lights, Set Construction, Stage Rigging, Wardrobe/Costumes, and Archiving.
 - **Area 2: Museums/ Exhibitions**
Digital Cinema, Curating, Archiving, Exhibition Design and Exhibition Management.
 - **Area 3: Theatre, Festivals, Galleries and Museum**
Front of House, Customer Care and Customer Relations.
 - **Area 4: Cultural Historic Buildings**
Relevance, Maintenance and Function of Historic Spaces.
 - **Area 5: Marketing**
Arts Marketing, Online Marketing, Market Research, Audience Development.

- **Area 6: Festivals/Arts Management**
Project Management, Event Planning, Strategy in the Arts/Festival Sector, Effective Management of the Arts/Festivals, Financial Administration and Management in Artistic/Festival Productions.
- **Area 7: Cultural Policy and Strategy**
Cultural Tourism, Cultural Entrepreneurship, Cultural Management, Cultural Networking, Brokerage for the creative sector, Cultural Diversity, Community Development, Cultural Diplomacy, Advocacy for the Arts, Design Clusters and Creative Hubs.
- **Area 8: Performing Arts**
Theatre, Dance and Music.

4. ELIGIBILITY

- 4.1 To be eligible for the award of a Grant, applicants must be employees covered by Article 1.3 above, and present:
- a) the original application form approved by the CEO/Head of the entity representing the applicant and the Permanent Secretary;
 - b) Official agenda and/or programme of activities showing evidence of the existence of a participation fee (unless waived);
 - c) evidence of the applicant's acceptance by the organiser to participate (such as a formal invitation, confirmation of booking or acceptance letter);
 - d) Invoice from the organiser, specifying the participation/registration fees in its description (if applicable).
- 4.2 Eligible training is to be scheduled from the date of issue of this Call and by not later than Thursday 30th September 2021.
- 4.3 Applications may be submitted as from the date of issue of this call and will be awarded as per Article 5.1.
- 4.4 Applications are expected to be received by not later than Tuesday 31st August 2021. Grants may be awarded until this closing date or until funds are exhausted.
- 4.5 The application form can be downloaded from the ACM website artscouncilmalta.org/pages/the-council/our-strategy/eu-projects/esf.
- 4.6 It is to be noted that any late payment fees are not eligible.

4.7 Applications are to be submitted by hand or sent by post to:

ATTN: EU Projects Associate
Arts Council Malta
TG Complex, Level 1,
Brewery Street,
Mriehel, BKR 3000

Received applications will be acknowledged by means of an electronic mail.

4.8 Applications need to be endorsed by the CEO/Head of the entity representing the applicant and the Permanent Secretary, thereby approving the need for this training and its correlating benefit, in line with the European Social Fund Operation Programme – Investment Priority 11i – **Investment in institutional capacity and in the efficiency of public administrations and public services at national, regional and local levels with a view to reforms, better regulation and good governance.**

4.9 For mobilities held outside the European Union, participants must provide a separate letter annexed to the application form, endorsed by the Permanent Secretary, with a sound justification explaining why the applicant requires to attend this course/event specifically outside the EU.

In the case of online training, **Article 4.9** does not apply.

4.10 Eligible employees that are already receiving a grant/sponsorship from other financial mechanisms for the same training are not entitled for assistance from this ESF project.

4.11 ACM reserves the right to refuse any applications it considers inappropriate to the objectives of this Call.

4.12 Applications will be accepted on a first-come first-served basis and may be refused if the entire budget available is exhausted. Applicants are thereby being invited to plan their training in advance.

4.13 The same employee may be awarded a maximum of two (2) Grants per calendar year, to allow an equitable distribution of grants.

5. AWARD

5.1 Applicants will be notified of the result for the award in writing.

6. FINANCIAL THRESHOLDS

- 6.1 Participation fees and related VAT expenses, as well as flight costs and subsistence are eligible for funding:
- i. **Participation fees:** these are based on real costs and are to be justified by invoice, which will be processed by the applicant's organisation.
 - ii. **Flight Costs:** These are based on the Erasmus+ Distance Calculator¹.
 - iii. **Subsistence Allowance:** This is based on the Government Per Diem Allowance for Overseas Duty Travel². Contingency costs are not covered by this call.

In the case of online training, **Articles 6.1(ii) and 6.1(iii)** do not apply.

7. PAYMENTS

- 7.1 **Participation/registration fees** shall be paid by the entity representing the applicant. In the case where the participation/registration fees are paid by the employees themselves, the entity representing them shall reimburse the employee before requesting reimbursement from ACM.
- 7.2 **Flights and subsistence** shall also be paid by the entity representing the applicant. Claims for travel costs are to be made in line with Article 67(5)(b) of (EU) 1303/2013 and the ERASMUS+ Programme. The ERASMUS+ distance calculator may be found at http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm while the corresponding Travel Rate may be found in the latest ERASMUS+ Programme Guide accessible online.

In the case of online training, **Article 7.3** does not apply.

- 7.3 Reimbursements are made against a Reimbursement Request Form (using a prescribed form provided by ACM), and need to be accompanied by:

¹ All travel claims shall be calculated in line with the ERASMUS distance calculator available at https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en (accessed on 06/03/2017)

² Subsistence allowance (inc. utilised contingencies) shall be considered eligible in line with the provisions provided in the Overseas Travel MFIN Circular No.1/2008 (as amended by MFEI Circular No.12/2010 and subsequent amendments). With regard to subsistence allowance, there will be a subtraction of 10% from the daily subsistence allowance per meal provided by the training and/or host organisation. In cases where the accommodation is covered by the training and/or host organisation a 60% deduction would apply.

- *In case of the training abroad, the following documents shall be attached when requesting reimbursement:*
 - (i) Copy of invoice (if applicable);
 - (ii) Proof of payment for invoice, such as receipt or bank SEPA credit transfer report or bank debit advice (if applicable);
 - (iii) Official training programme or agenda;
 - (iv) Certificate of Participation / Attendance / Training Report;
 - (v) Original Boarding Passes or other evidence in case of online check-in;
 - (vi) Original statement of expenditure in case of subsistence.

- *In case of online training, the following documents should be attached when requesting reimbursement:*
 - (i) Copy of invoice (if applicable);
 - (ii) Proof of payment for invoice, such as receipt or bank SEPA credit transfer report or bank debit advice (if applicable);
 - (iii) Official training programme or agenda;
 - (iv) Certificate of Participation / Attendance / Training Report.

8. OBLIGATIONS POST-STUDIES

- 8.1 All events funded by this Call must lead to a **certificate of attendance or participation**. In the absence of such a certificate, the applicant is to provide a Training **Report**. A copy of the certificate/report will be kept at Arts Council Malta.

9. RESERVATIONS

- 9.1 Arts Council Malta will not be held liable for any losses or damages caused by the applicant to the organiser of the event as well as any lack of commitment or misbehaviour.
- 9.2 Arts Council Malta will also not be held liable if for any reason the organiser interrupts the event applied for or stops the applicant from participating in the event.
- 9.3 If a selected applicant, for any reason, discontinues the participation from the event, he or she may be required to refund some, or all of the grant paid.

- 9.4 Selected applicants who are found to have given false information or who have in any manner withheld information that would have influenced the awarding of the Grant, shall be immediately disqualified and asked to refund the full amount paid on their behalf.
- 9.5 Arts Council Malta reserves the right, subject to written notification, to terminate the award of the grant if the applicant's progress is deemed unsatisfactory and if the applicant is found in breach of any provision of this Call.
- 9.6 No further applications will be accepted once the allocated budget available for these Grants is exhausted.
- 9.7 Arts Council Malta reserves the right to publish the names of the applicants being awarded a Grant on its website.

10. FURTHER INFORMATION

- 10.1 Further information may be obtained from Arts Council Malta by phone on 2334 7212 or by e-mail on esf.acm@artscouncilmalta.org.
- 10.2 It is important that this Call is brought to the attention of all eligible employees as listed in Article 1.3.

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