



## **CALL FOR EVALUATORS – GUIDELINES 2023**

### **Introduction**

Arts Council Malta (ACM) manages a number of different funding schemes with the aim of supporting the development of the cultural and creative sectors. Several calls for the submission of proposals are open throughout the year and each call is competitive. In order to guarantee transparency and impartial selection of submitted projects, the assessment and selection of the submitted proposals is organised based on a peer review system. For each call for proposals, ACM appoints an independent Evaluation Board to assess submitted proposals based on the basis of the scope and criteria of the funding scheme. The aim is to ensure that only proposals of the highest quality and which address the objectives of the specific funding scheme are selected for funding.

These guidelines provide instructions to the appointed evaluators in order to ensure a standardised and high-quality assessment of the submitted applications.

### **Eligibility to apply**

ACM is looking for individuals having a background in Arts (literature, visual arts, music, performing arts, interdisciplinary), Creative Business Services (design, architecture, cultural tourism and cultural services), Heritage (crafts, traditional festivals and celebrations, cultural sites, antiques) and Media (publishing and printed material, audio-visuals, including film and video production, film servicing, television, video games, radio, online media).

The evaluation sessions will be carried out in Maltese and/or English and therefore applicants need to be fluent in any of these languages. Applicants are required to be available for occasional short-term evaluation sessions. Persons who intend to submit an application on their behalf or on behalf of the organisation or entity they represent for a particular call between 2023 and 2024 are still eligible to apply but cannot evaluate the call for which they submitted their project. ACM staff and board members are not eligible to apply.

### **Appointment of the evaluators**

Evaluators are appointed on the basis of the relevance of their skills to the funding programme. A pool of evaluators will be collated, and evaluators will be called according to the requirements of ACM, and according to the evaluators' availability. ACM reserves the right not to contact all applicants and to select other evaluators outside the pool of evaluators if such need arises.

Further information regarding the particular scheme to be evaluated, the evaluation process and what is expected from the evaluators will be provided accordingly. A selected evaluator is requested to confirm in writing his/her availability for and attendance to all evaluation meetings.

Appointed evaluators are required to be registered with a VAT number at the time of applying.

Following evaluation, the appointed Evaluation Board members will receive a remuneration fee of Eur 25.00 excluding VAT per application.



## Role of the evaluators

The role of the evaluators is to review and assess the submitted proposals in relation to the criteria and the priorities of the relevant funding scheme. Based on the evaluators' assessment and recommendations, an order of classification of the projects is established. The recommended classification will be approved by the Council's senior management team and published online. The evaluators must perform their task as agreed with Arts Council Malta and within the deadline stipulated by ACM.

Following the allocation of funds, members from the evaluation panels may be asked to perform other duties related to monitoring and mentoring of selected projects. Such commitment, including conditions and remuneration fees, would be discussed in detail prior to initialisation of the process.

## Assessment of the applications

Evaluation session procedures vary from one funding scheme to another. The evaluators will be provided with the funding scheme's guidelines and regulations and the management procedures relevant to the particular scheme. The evaluators will be given access to the applications through an online system (CRM). The user manual to use the online system will be sent to the Evaluation Board prior to the commencement of the evaluation process.

## Evaluation Criteria

Evaluators are to follow the below evaluation criteria when marking projects. This marking system will help to make the evaluation more streamlined.

Evaluation Criteria	
91 – 100 marks	Very Good
76 – 90 marks	Good
61 – 75 marks	Average
31 – 60 marks	Fair
1 – 30 marks	Poor

A more detailed marking scheme will be provided to the Evaluation Board through the Management Procedures.

## Conflict of interest

Evaluators must not have a conflict of interest at the time of their appointment and need to endorse the online declaration once they log into the ACM CRM website. The evaluators should also inform Arts Council Malta should such a conflict arise in any of the applications they have been allocated.

When a potential conflict of interest is reported or brought to the attention of the Creative Broker of Arts Council Malta by any means, ACM will analyse the circumstances and any objective elements of information at its disposal. If ACM concludes that there is conflict of interest, the evaluator is excluded from the assessment of that particular application or of that call, according to the situation.



### **Confidentiality**

All appointed evaluators are bound by confidentiality, as all information relating to the assessment process is strictly confidential. The evaluators are not allowed to disclose any information about the applications submitted and results of the assessment and selection to anyone at any point in time.

### **Freedom of information Act**

Information about the evaluation and the names of the evaluators may be made available to the applicants if a request is submitted to the Public Authority's FOI Office, in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).