

EX-RAMPOL, BIRKIRKARA BANDS (ONE-TIME) SUPPORT SCHEME

**Assistance for Displaced Musicians
Guidelines and Regulations 2024**



ISSUED: JUNE 2024



ALLOCATIONS

SESSION BUDGET	MAXIMUM ELIGIBLE AMOUNT PER PROJECT
EUR 81,000	EUR 2,700

CO-FUNDING	DISBURSEMENT
The fund may cover up to 100% of total costs	EUR 1,500 to cover 1-year rental space and expenses upon signing of grant agreement EUR 600 upon provision of renewed rental agreement for the following two consecutive years.

TIMEFRAMES

DEADLINE	RESULTS	ELIGIBLE TIMEFRAME
30th July 2024	27th August 2024	3 years starting as from June 2024
05th November 2024	10th December 2024	3 years starting as from June 2024

1. Introduction

The Ex-Rampol Birkirkara Bands Support Scheme is a one-time grant designed to help alleviate some of the heightened costs associated with securing new rehearsal spaces, including inflated rental fees, utility bills, soundproofing, and maintenance expenses.

This support is intended to ensure the longevity and sustainability of musicians and bands, and enable bands to focus on their music and navigate the transition with greater stability and confidence by providing financial assistance to cover the new costs for those who have found alternative spaces and ease the relocation process for those who are soon to be displaced.

The scheme will support the Ex-Rampol, Birkirkara Bands with a grant as follows:

- EUR 1,500 for the first year
- EUR 600 for the second year
- EUR 600 for the third year

2. Definitions

Applicant

- An applicant may be a band that was displaced from Rampol Building in Birkirkara. Applicants cannot be employees of Arts Council Malta or involved in the management of the Grant.

Application

- An application is a submission, inclusive of all mandatory documents and any annexes to the application form made by an eligible applicant (refer to section 5.1).

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. 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 2 of these guidelines and regulations. A cheque payment will be issued on behalf of the applicant. The applicant must have an active bank account when submitting the application.

Eligibility

- Applications will first be screened in terms of technical eligibility by the fund administrators and managers. Applications are screened to determine eligibility in terms of Section 3 of these guidelines. Proposals which are not considered eligible will not be processed further.



Evaluation

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

Individual

- Individuals applying for a grant 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 is responsible for the implementation and management of this scheme. All official correspondence, including the online submission of applications or updates to awarded proposals, must be sent as indicated in these guidelines.

Mandatory documentation:

- Any document(s) needed to support your proposal and aiding the evaluation of your proposal such as official correspondence confirming rental of space. Refer to section 5.1 for a detailed list.

Maximum funding:

- There is a ceiling amount of €2,700 over three years per proposal to be allocated. Amounts awarded will be decided on a case-by-case basis depending on the proposal.

Public Cultural Organisations

- Public cultural entities which fall under the remit of Arts Council Malta are Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, Valletta Cultural Agency, Malta International Contemporary Arts Space, Festivals Malta and National Agency for Performing Arts.

Rental of spaces

- The rental of a non-residential space that is directly related to the implementation of the band's artistic work and that is for long-term rental.

3. Eligibility

Proposals will first be screened in terms of technical eligibility. Ineligible proposals in terms of the points below will not be processed further and will not undergo evaluation.

Maximum eligible timeframe to implement the project: 36 months.

3.1 Who can apply?

The Ex-Rampol Birkirkara Bands Support Scheme is open to musicians displaced from their communal rehearsal spaces in Birkirkara.

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

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 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 specific scheme.
- Activities receiving local public funds through established Government line-votes.
- 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.
- Beneficiaries who have not honoured previous funding commitments.

3.3 What costs can be covered¹

This grant may cover up to 100% of the following costs (up to a maximum of €2,700 per beneficiary, disbursed as indicated on page 2 of this document, over the period of three consecutive years, whichever is the lowest).

The eligible expenses may be:

- Long-term rental of spaces
- Maintenance
- Purchase of materials used for the soundproofing of the rental space
- Utility bills (such as electricity and internet)

3.4 What costs cannot be covered?

- Applicant's own artistic fees;
- Costs already covered by public cultural organisations, or another public funding programme/scheme 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 or already rented by the applicant);
- Fees for services provided by public cultural organisations or other public agency, government department or ministry;
- Funding for the creation or upholding of contests, competitions, bursaries, prizes or scholarships;

¹ All costs will be considered only if these resources are not already covered/cannot be covered by the applicants or supporting/partner organisations.

- Reimbursement of salaries or part of;
- Retroactive costs;
- Subsistence, catering, and hospitality.

3.5 What applications are not eligible?

- Activities whose objective is fundraising or political propaganda;
- Applications submitted by bands that are not related to culture, arts and the creative industries;
- Applications for funding the creation or upholding of contests, competitions, bursaries, prizes or scholarships;
- Applications submitted after noon (12:00) of the respective day of deadline;
- Applications submitted by public entities with or without a line vote;
- Incomplete applications. Refer to Section 5.1 – Checklist;
- Projects whose duration does not entirely fall within the eligible timeframe;

Any other activity which may be developed outside the scope of the *Ex-Rampol Birkirkara Bands Support Scheme* is not eligible for support.

Applicants may benefit only once from this support.

4. Evaluation

The evaluation will be based upon the provision of the following documentation:

- A complete application form submitted following the instructions in section 5
- An agreement for the rental space at Rampol valid in 2024
- Proof of the displacement of the band from Rampol
- The rental agreement for the alternative long-term rental space starting after the displacement notice.

5. Submitting the application

Follow these steps to apply:

1. Read these guidelines and regulations very carefully.
2. Press the link that will take you to the online application system.
3. If you do not have a profile, create your profile with Arts Council Malta by clicking on 'Register' and filling in the details.
4. From the open calls section, select the online application for this scheme.

5. Follow the instructions step by step. Fill in all the required information from the online application and attach the supporting documentation.
6. 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.

Applicants are required to register a profile on the ACM's 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 Monday to Friday between 09:00 and 16:00 or email us on 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 the Council 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 submitted information, including documentation in support of the proposal.

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 complete application form
- An agreement for the rental space at Rampol valid in 2024
- Applicant biography/artistic CV to be included in the applicant profile
- Proof of the displacement of the band from Rampol
- The rental agreement for the alternative long-term rental space starting after the displacement notice.

6. Evaluation process

This scheme is non-competitive. It will be evaluated according to established criteria.

In order to be considered for funding, applicants are to submit a complete proposal that satisfies the parameters of the Scheme. Arts Council Malta reserves the right to refuse any proposal that is deemed not to be congruent with the principles and eligibility criteria outlined in this document.

The evaluation and funding decision depends on the quality of the submitted proposal and on the availability of the funds.

6.1 Communication of results

On the day indicated on page 2, you will receive your result notification from Arts Council Malta.

The names of the successful proposals will be published; in the case of proposals which have not been awarded any funds, only their reference number will be published.

If you have any difficulties concerning your results, you should email us on 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 administrator, 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. Implementation and monitoring

Under no circumstances will the Council be in a position to increase the grant awarded.

A contract specifying the conditions of the fund will be signed between Arts Council Malta and the beneficiary. The grant may only be awarded upon completion of the above process within the established timeframe.

The total amount allocated by the Arts Council Malta EUR 1,500 will be processed after the signing of the contract. The second and third payment equivalent to EUR 600 per year will be disbursed after the submission of the report by the beneficiary, following approval by the Council.

The beneficiaries must use the Council's official 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.

This scheme is being launched as a pilot programme, from which evaluation research would be conducted in order to find more sustainable and long-term solutions. Beneficiaries must make themselves available during research and consultation activities.

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 the first year of the rental agreement, you will be required to submit a detailed report highlighting the work carried out, by not later than six (6) weeks from the annual renewal of the rental space agreement. 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.

You will also be required to present a budget explaining the expenses that are supported by the Scheme together with all supporting documents such as VAT invoices and/or fiscal receipts.

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 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 will be final. Complaints need to be made to the Director of Funding and Strategy, Arts Council Malta on fundinfo@artscouncil.mt 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, the Council 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?

Arts 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. 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 us on 2334 7230 on weekdays between 09:00 and 16:00 or to send us an email on fundinfo@artscouncil.mt.

Guidelines updated on 03rd June 2024