

# CULTURAL EXPORT FUND

**Strand 3: Festival, Performance and Screen Translation Grants**

**Guidelines and Regulations**



<b>Deadlines in 2020</b>	<b>Result notification</b>	<b>Project implementation</b>
15 <sup>th</sup> September 2020 at 12:00hrs noon	30 <sup>th</sup> October 2020	31 <sup>st</sup> October 2020 30 <sup>st</sup> April 2022

<b>Maximum grant</b>	<b>Session budget</b>
€5,000	€40,000

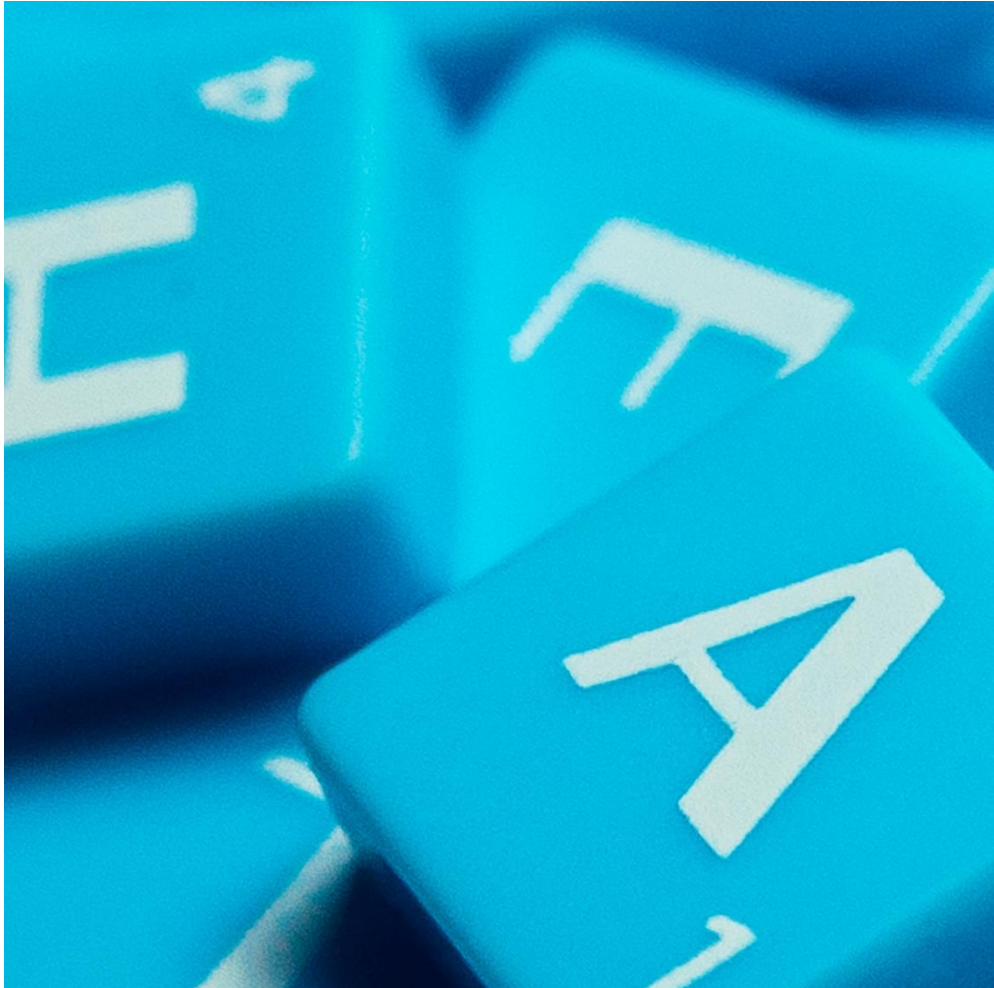
## Follow these steps to apply

1. If you have not done so already, create your profile with Arts Council Malta by clicking on Register and filling in the details.
2. Read these guidelines and regulations very carefully.
3. Check whether your proposed idea can be addressed by this fund.
4. Click on the 'Apply for the fund' button on the fund's page and start the online application process.
5. Follow the online application step by step. Fill in all the required information from the online application including the budget 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](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 7201/02 Monday to Friday between 09:00hrs and 16:00hrs, 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, then your application will not be processed and evaluated.

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



## Definitions

### Animation

Original animation scripts and subtitles. An animation may be a one-off or a series.

### Applicant

The applicant is the Malta Malta-based individual or legally-recognised organisation registered in Malta applying for 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.

### Audiovisual company

A registered company based in the Maltese islands whose main activity is audiovisual and film production.

### Beneficiary

The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Cultural Export Fund – Festival, Performance and Screen Translation Grants.

### Broadcaster

Any person providing television broadcasting services as provided for in the Broadcasting Act, and also includes any person, body or authority providing such services under licence from or under arrangements with, the Government.

### Creative documentaries

A production that takes a real-life subject as its starting point, requires substantial original writing and sets out an author's and/or director's point of view. A documentary should contain a certain 'timeless' element and should contain significant creative and original filming and does not merely report information.

### Eligibility

Applications will first be screened in terms of eligibility. Proposals which are not considered eligible in terms of the set criteria will not be processed further and shall not undergo evaluation.

## Evaluator

An individual appointed by Arts Council Malta to be part of the Evaluation Board for a particular evaluation session.

## Festival, Performance and Screen Translation Grants

Grants supporting the translation of original Maltese<sup>1</sup> literature and scripts to any other language, including subtitling/surtitling, transcription and captioning – for film, creative documentaries, plays, TV drama, animation, performance scripts, librettos and video art or to be presented at a festival, by Maltese/Malta-based creatives and operators in the field, as applicable.

## Fiction

Any form of creative writing focusing on imaginary events and people.

## Film script

The written text of an original film or short film, written and/or produced by a Maltese audiovisual company and/or Maltese TV station.

## Instruction manual

A manual of instructions related to a particular product.

## Non-fiction

Any form of creative writing that is factual, rather than fiction.

## Subtitling

The cost of translating, localising, adapting, archiving and embedding subtitles for productions eligible under the Programme.

## Surtitling

The cost of translating, localising, adapting, archiving and embedding text to project or screen during a live performance.

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Other languages may be considered, but priority will be given to works in the Maltese language. Works which are going to be translated through a bridge language, but which were originally written in the Maltese language, will also be given priority.

### Textbook

A publication used as a standard work for the study of a particular subject at school (all levels).

### TV Drama

Original, fictional audiovisual works that can be a one-off or a series intended primarily for the purposes of television.

### Unpublished Literature

Unpublished fiction (including children's literature), non-fiction, poetry, prose for presentation at festivals.

### Yearbook

A yearly publication containing information and statistics about the past activities.

## 1. What are Festival, Performance and Screen Translation Grants?

Festival, Performance and Screen Translation Grants form part of Arts Council Malta's internationalisation strategy for the Cultural and Creative sectors. The grants support the translation of original Maltese<sup>2</sup> literature and scripts to any other language, including subtitling/surtitling, transcription and captioning – for film, creative documentaries, plays, TV drama, animation, performance scripts, librettos and video art or to be presented at a festival, by Maltese/Malta-based creatives and operators in the field, as applicable.

The original work needs to have already been completed.

In case of a series or multiple-platform project, only one application may be presented for support under Festival, Performance and Screen Translation Grants.

## 2. What are the objectives of the grants?

- ▶ To help increase the accessibility of Maltese arts and culture for wider audiences and on international platforms.

## 3. What will Festival, Performance and Screen Translation Grants support?

The Grants may support **100%** of the translation fees up to a maximum of EUR 5,000. Direct costs for subtitling and surtitling, transcription and captioning will also be considered.

The budget must also include amounts relating to secured, unsecured and other planned revenues. The unsecured amount requested from the fund must be quantified and allocated as the 'Amount Requested' from the fund.

**NB:** Every budget **must** include both expenditure and income through other sources of funding (kindly refer to the budget template in the application form).

### Official documentation in support of the budget

In order to support your proposal, you are required to provide copies of any relevant quotations that can give an indication of estimated costs. Whenever quotations cannot be supplied, you may provide a breakdown of estimated costs based on standard expenditure for such translation projects.

Other sources of funding and sponsorships (including sponsorships in kind) must be supported by relevant documentation.

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Other languages may be considered, but priority will be given to works in the Maltese language. Works which are going to be translated through a bridge language, but which were originally written in the Maltese language, will also be given priority.



**Please note that each application will be assessed individually on the basis of the criteria of the Performance and Screen Translation Grants.**

## **4. Your checklist – Mandatory documentation**

The documents stipulated below are **mandatory** and required for **pre-evaluation screening**. **Omission of any of these documents will render the application ineligible.**

1. A complete, online application form, including quotes to support each budget item.
2. A copy of the applicant's ID card (both front and back sides) or residence permit or citizenship certificate or passport.
3. A sample of the translated work.
4. A digital or hard copy of the work to be translated. In the case of a hard copy, 4 copies are being requested.

Kindly note that it is your responsibility to submit all the necessary documentation, as outlined above, before the indicated deadline. **Arts Council Malta representatives may, by request, provide advice on your project prior to the submission date, but are not authorised to fill in any parts of your application OR to check your application form prior to application.**

Applications handed in after 12.00hrs (noon) of the respective deadline will not be accepted.

**A decision on funding will be made on the strength of the submitted information.**

## **5. Eligibility**

Applications will first be screened in terms of eligibility. Ineligible proposals in terms of the criteria below shall not be processed further and shall not undergo evaluation.

### **Eligible costs and timeframes**

- Translation costs
- Translators' fees
- Costs related to subtitling/surtitling, captioning as applicable
- Proofreading
- Editing
- Agents' fees

### Timeframe

- 18 months from the result notification date

### Costs

- 100% of eligible costs, not exceeding EUR 5,000

### Ineligible

Applications for translation grants in the following areas are ineligible for funding:

- Textbooks, instruction manuals
- Yearbooks
- Works whose prime objective is political party propaganda
- Modules/translation work within a course
- Expenses 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
- Initiatives with a line vote from the Government of Malta
- Retrospective costs
- Incomplete applications as explained under Mandatory Documentation

Each eligible application is evaluated against the criteria established in these Guidelines and Regulations.

**Applicants may submit more than one application under the same call, however only one of the applications may be funded per session.**

## 6. What are the criteria of the grant?

- ▶ The **quality** of the project proposed
- ▶ **International engagement**
- ▶ Professional and financial **management** of the project

The following are the points directly related to these criteria which will be used by the evaluators to arrive at their final assessment.

**First priority will be given to works in Maltese or works which were originally written in the Maltese language.**

### **Criterion 1: Quality**

1. The strength of the translator's professional record, the quality of the sample provided (a CV/Portfolio of the translator and a sample of the translators' work are to be provided)

**Total: 40 points**

### **Criterion 2: International Engagement**

1. Details of the plan for accessibility and international distribution, dissemination and promotion of the translated work, as applicable. This criterion considers the level of detail and contacts already established supported with relevant documentation. (30 points)

2. Relevance of the work to be translated to the target international market. This criterion requires knowledge of the market targeted and an explanation as to why that specific work is targeting the selected market. (10 points)

**Total: 40 points**

### **Criterion 3: Management**

1. The clarity of the application and the level of detail provided. (10 points)
2. The applicant's ability to manage the project (including financial management) responsibly and successfully. (10 points)

**TOTAL: 20 points**

## **7. The Evaluation Process**

This fund is competitive and will be evaluated 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 mark of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the competition level and on the availability of the funds. Obtaining 60 marks or more does not automatically mean that you will be receiving 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.

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 that are not awarded any funds, only the reference number will be published.

The Evaluation Board might require clarifications from your end during the evaluation sessions; however, this does not mean that your project will necessarily be funded. All correspondence will be sent by Arts Council's Fund Administrator.

## **8. What happens after you submit your application form?**

Proposals will first be screened in terms of eligibility. Proposals which are not eligible in terms of the procedure stipulated by these guidelines will not be processed further and will not undergo evaluation. After you submit your application form at Arts Council Malta, an independent evaluation board will evaluate your project. On the day indicated above, 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.

If you have any further difficulties concerning your results, email us within five (5) days of receiving the funding decision.

## 9. Communication of results

The results of each respective call (successful, unsuccessful or ineligible) will be issued on the dates indicated in the submission timeframes. 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, Fund Manager 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.

## 10. Complaints procedure

Filing a complaint will not affect your chances of receiving support from the fund in the future. All complaints will be treated with confidentiality.

### Grounds for complaints

Applicants may 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 may not 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.

### Filing a complaint

#### Stage 1

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 Head of Funds and Brokerage of Arts Council Malta 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 from the Director Strategy of Arts Council.

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 are accepting that we can use information about your project to address the complaint. The decision of the Board is final.

## Stage 2

If the issue has not been resolved through Stage 1, you can refer your complaint to the Ombudsman. The Ombudsman provides an independent and unbiased service between the Government and its institutions and the public. He or she has the power to decide whether or not to investigate a complaint. If the Ombudsman concludes that your complaint is justified, he or she will make recommendations for a satisfactory remedy, and on how to prevent a similar situation in the future. The Ombudsman works according to his or her own guidelines and procedures, and we recommend that you acquaint yourself with these. They can be found at: [www.ombudsman.org.mt](http://www.ombudsman.org.mt). The Ombudsman cannot reverse funding decisions or make changes to Art Council Malta's legal responsibilities and policies on awarding grants.

## 11. Project implementation and monitoring

If your application is approved and funded, you will be requested to sign a contract specifying the conditions of the fund at Arts Council Malta. When accepting the grant, applicants accept that their name, the project title and the amount awarded can be published by Arts Council Malta.

70% of the total amount allocated by the Evaluation Board will be processed after the signing of the contract. The other 30% will be given following approval of the final report by Arts Council Malta.

The beneficiaries must use the fund's logo as well as Arts Council Malta's logo on all related material and specify that the project was supported by the fund – 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 Arts Council Malta immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received. Arts Council Malta 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.

Arts Council Malta reserves the right to send representatives for monitoring purposes during the implementation of the project and afterwards.

Arts Council Malta also reserves the right to revise the final payment if the total expenditure is less than that estimated in the application form.

## 12. Report

At the end of your project, you will be required to submit a detailed report highlighting the work carried out and the achievements of the project, by not later than six (6) weeks after your project is concluded. Together with this report, beneficiaries must submit **copies of the translated work**, relevant marketing, publicity or information material developed for the funded project, including visual documentation.

You also have to present a final updated budget together with all supporting documents (including invoices and receipts, for each item in the budget). Arts Council Malta retains the right to make use of submitted project material.

The information provided will be evaluated by Arts Council Malta and, if this information is satisfactory, then the final 30% of the amount allocated by the fund will be granted. Arts Council Malta reserves the right to revise the final payment if the total expenditure is less than estimated or if the project was not delivered as indicated in the application form.

## Contact us

For more information, you may contact us on 2334 7201/02 or [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

**Guidelines updated on the 13th August 2020**