

# Health and Safety Standards in Fireworks Factories Fund

**Guidelines and Regulations 2023**



ISSUED: FEBRUARY 2023

## **ALLOCATIONS**

<b>SESSION BUDGET</b>	<b>MAXIMUM ELIGIBLE AMOUNT PER PROJECT</b>
EUR 170,000	EUR 5,000

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

## **TIMEFRAMES**

<b>DEADLINE</b>	<b>RESULTS</b>	<b>ELIGIBLE TIMEFRAME</b>
21 <sup>st</sup> March 2023	25 <sup>th</sup> April 2023	26 <sup>th</sup> April 2023 – 26 <sup>th</sup> April 2024

# 1. Introduction

Arts Council Malta recognizes the Maltese festa as part of the fabric of our towns and villages. These festivities are associated with several fireworks factories making sure that our summer nights are brightly lit with delightful colours and dazzling pinwheels. Most of these factories operate on a voluntary basis with many hard-working pyrotechnicians of all ages putting in long hours on our much-cherished traditional feasts. Against this backdrop, the Council is launching again its festa-related financial initiative, namely the *Health and Safety Standards in Fireworks Factories Fund*, with the aim of facilitating investment to further strengthen the infrastructure of these factories so that volunteers can work in an increasingly safer environment. This fund is being administered by Arts Council Malta within the Ministry for National Heritage, the Arts and Local Government.

In many towns and villages, both in Malta and in Gozo, we find fireworks factories that are usually associated with traditional Maltese festas. Groups of volunteers work in these plants all year round, reaping the fruits of their labours during their local festa days. Dating back several decades, fireworks culture in Malta is still considered an artistic tourist attraction forming part of Maltese cultural heritage. This scheme allocates funds to fireworks factories to upgrade their infrastructure so that volunteers can work in a safer environment, both during the manufacturing process and the letting off of fireworks. This funding also allots funds to enable these factories to invest in resources that will improve the quality of our innovative pyrotechnic product while still maintaining health and safety.

Applications may be made to cover, inter alia:

- Investment in equipment and gear to improve safety while the letting off of fireworks
- Investment in machinery and tools to facilitate the fireworks production process and increase production safety
- Investment in health and safety education resources in fireworks manufacturing
- Investment in the infrastructure fireworks factories
- Restoration of fireworks factories
- Efforts strengthening cooperation between local and European fireworks factories.

# 2. Definitions

## Applicant

- An applicant may be a fireworks factory that qualifies as a voluntary organisation enrolled with the Commissioner for voluntary organisations. Applicants cannot be employees of Arts Council Malta or involved in the management of the *Health and Safety Standards in Fireworks Factories Fund*.

## 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.

#### Community

- A group of people who share values, customs, identities or practices.

#### 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.

#### Evaluation

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

#### Evaluation board

- Arts Council Malta appoints an Evaluation Board for each call under the Scheme. The appointed board may be composed of local or foreign professionals in the sector of culture and the arts.

#### Management and administration

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

#### Mandatory documentation

- Any document(s) needed to support your proposal and aids 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.

#### Public Cultural Organisations

- Public cultural entities falling under the remit of Arts Council Malta which include Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, Valletta Cultural Agency, Malta International Contemporary Arts Space, Festivals Malta, Teatru Malta, Kor Malta and ŻfinMalta.

#### Voluntary organisation

- An organisation legally established and/or publicly registered in Malta, having a statute. Voluntary organisations must be enrolled with the Commissioner for Voluntary Organisations in accordance with the Voluntary Organisations Act requirements (<http://www.maltacvs.org>). The applicant must be a legally authorised representative of the organisation.

## 3. Eligibility

Applications will first be screened in terms of technical and artistic eligibility. Ineligible applications 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?

Applicants must be fireworks factories that qualify as a voluntary organisation enrolled with the Commissioner for Voluntary Organizations.

Applicants must be Maltese citizens; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of 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;
  - a signed statute in the case of a voluntary organisation.
- Beneficiaries who have not honoured previous funding commitments.
- Creative professionals/individual artists
- Entities registered with the Malta Business Registry (including companies, partnerships, foundations and organisations/associations)
- Groups, collectives and consortia
- Organisations/activities receiving local public funds through established Government line-votes.
- Registered cooperatives
- Voluntary organisations which are:
  - not enrolled with the Commissioner for Voluntary Organisations;
  - who have not presented their updated accounts to the Commissioner for Voluntary Organisations;
  - which do not have a registered address in the Maltese Islands.

### 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).

- Subscriptions to virtual platforms or other digital services where relevant
- Insurance
- Project management
- Rental of spaces
- Hire/rental of equipment (purchase of equipment will only be considered if deemed necessary to the project)
- Consultation, research and advice from professionals regarding health and safety, risk assessment and ethical issues
- Contingency, not exceeding 10% of the total cost
- Health and safety measures

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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.

- Other fees directly related to project implementation (including but not limited to legal, mentors, service providers, participation fees etc.)
- Expenditure on learning and development
- Production costs
- Artistic fees

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

### 3.5 What applications are not eligible?

The following activities are **not** eligible under this Fund:

- Activities that are not related to health and safety in fireworks factories
- Activities whose objective is fundraising or political propaganda
- Applications for funding the creation or upholding of contests, 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 application checklist in Section 5.1
- 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
- Individual modules credited as part of an education course or research as part of established academic programmes
- Projects that would have already taken place before the result is notified to applicant(s).
- Projects whose duration does not fall within the eligible timeframe.

Any other activity which may be developed outside the scope of the *Health and Safety Standards in Fireworks Factories Fund* is 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.

## 4. Evaluation

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

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

This criterion considers the artistic ideas(s) of the proposed Project or activity as well as its aims and objectives in relation to the applicant. The application will also need to refer to any plans for professional development and capacity building that form part of the proposal. Thus the following points are to be addressed:

- The context of the project (20 marks)
- The project's aims and objectives (10 marks)
- A detailed and concise description of all what the project involves, including all specific activities related to it (10 marks)

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

This criterion considers the level of commitment and preparation prior to the proposal as well as the proposed plan to deliver your project and achieve the targeted objectives. Thus, the implementation timeline for deliverables and relevant timeframes need to be made evident and justified accordingly together with the relevant risk management. The following questions need to be addressed:

- How are you planning to deliver your project? (e.g. timeframes, workplans, responsibilities, skills and track record of people managing projects, logistics plan) (10 marks)
- Are there any necessary permits, copyright issues and other legal, ethical and administrative matters to be addressed? (10 marks)

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

This criterion considers the engagement and the development of established and/or new audiences. Engagement refers to the role, the nature of involvement and the experience offered to the audience. Audiences may include internal and/or external stakeholder groups depending on the nature of the proposed project or activity. For example, if the primary aim of the programme is towards capacity building, the audiences may include collaborators and any other participants who are involved in the process. If the programme includes an event or a production, the audiences may include members from the general public. This criterion emphasis the level of engagement based on what is being proposed by the applicant/s in line with the following questions:

- Who are your target audiences (whether that is internal and/or external)? (10 marks)
- How will the community and/or society benefit from, participate in and/or benefit from this project?? (10 marks)

## 4.4 Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented budget plan is. It also considers efforts to secure funds from other sources. The following question will need to be addressed:

- What are the budgeted costs that are both directly and indirectly linked to the delivery of the project? (This must include costs related to both services and third parties involved) (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) [mailto:](#).

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 application deadline, Arts Council Malta 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 submitted, including documentation in support of the proposal.

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



## 5.1 Checklist

- CVs of project participants
- Statement by the Secretary of the Voluntary Association confirming that the fireworks factory is owned by the same organization
- An architect's declaration confirming the acquisition of all necessary permits in case of:
  1. Demolition or construction of immovable structures
  2. Cutting of land that is still in its natural state (rock or soil)
- Artistic designs or sketches
- Copy of the licensee's identity card (back and front)
- Quotations related to services and materials.

## 6. Evaluation process

This scheme is competitive and will be evaluated by a panel 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 the Council on the basis of their professional experience. Arts Council Malta will select evaluators based on 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, you should 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.

The Evaluation Board's decision will be final and with no right of appeal.

## 7. Project implementation and monitoring

An initial grant of 70% of the total amount allocated by the Evaluation Board will be issued as soon as a contract specifying the conditions of the fund is signed. The remaining 30% will be disbursed after the submission of the final report by the beneficiary, following approval by Arts Council Malta.

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 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 includes 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.



## 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. 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 send us an email on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

**Guidelines updated on 02<sup>nd</sup> January 2023**