



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2023	Application Reference Number: ICE ____/23/____

# INTERNATIONAL CULTURAL EXCHANGES SCHEME

## APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 10,000. Applicants may request up to 100% of the project expenditure)

Reference Number

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### 1. GENERAL INFORMATION

1.1 Project type \_\_\_\_\_

1.2 Primary area of activity \_\_\_\_\_

1.3 Secondary area of activity \_\_\_\_\_

Deadline: 22<sup>nd</sup> June 2023 (noon)

1.4 Project Description

Insert Project Description

1.5 Project Description Summary

Provide a summary of the project description in not more than 150 words. Should the proposal be awarded funding, this description will be featured on [artscouncil.mt](http://artscouncil.mt).

1.6 Did you ever benefit from public funds?

Yes

No

1.7 If yes, kindly specify the name/s and dates of the funds awarded in the past three years.

1.8 Will the project include expenses that are eligible to an Access Support Top-Up?

Yes

No

1.9 If yes, kindly justify how the proposal will benefit from this top-up. Please indicate the amount of this cost. When filling in the budget section, kindly include this expense in the budget section. In the Income section, kindly include the amount of Access Support Top-up requested, this may not exceed €2,000.

Additional Documentation

+ Add files

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TEMPLATE

## 2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including travelling and training activities.

Start Date    \_\_\_/\_\_\_/\_\_\_                      (Eligible timeframe 01/08/2023 – 01/02/2025)  
End Date     \_\_\_/\_\_\_/\_\_\_

Step 1: _____ From: ___/___/___ to ___/___/___ Description:  
Step 2: _____ From: ___/___/___ to ___/___/___ Description:  (Add steps as required)

<b>Additional Documentation:</b> + Add files
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### 3. Profiles

CV            Insert CV of applicant

Profile 1    Name                    \_\_\_\_\_  
                  Role                     \_\_\_\_\_  
                  Bio Note                \_\_\_\_\_  
                  Artist CV                Insert Artist CV of Profile 1

Add Profiles as required

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**Additional Documentation:**  
+ Good Standing certificate of Registration (if applicable)  
+ Add files

TEMPLE

## 4. Criteria

### Criterion 1: Concept (40 marks)

In terms of this scheme, this criterion considers the artistic idea(s) of the proposal, the international collaborators involved, the relevance of the concept with regards to international exchanges and exposure, as well as the contribution towards the participants' artistic development

- a. Will this concept encourage you to engage in a professional international context? Is the proposed international platform relevant to the applicant's artistic development? (10 marks)
- b. How does this exchange encourage further international networking and collaborations? (10 marks)
- c. How strong is the artistic track records of the applicant and the collaborators involved in the project (as presented in the CVs, artistic portfolios and other support material)? (20 marks)

#### Additional Documentation:

- + Artistic portfolio showing the artistic ability of the applicant. Audiovisuals up to 5MB may be uploaded directly in the application form (larger files may be provided as a link).
- + Acceptance letter by institutions or platforms.
- + Add files

Criterion 2: Project Management (20 marks)

In terms of this scheme, this criterion considers the level of commitment and preparation prior to the funding application, as well as the proposed plan to deliver and achieve the aims targeted.

- a. How strong is the plan to implement the project?  
(Applicants are to include timeframes, workplan with collaborators involved, the skills and track record of individuals/groups managing and participating in the project, their role(s) in the project, possible risks envisaged and contingency plans, health and safety measures. (20 marks)

**Additional Documentation:**

- + Letters of intent from collaborators and potential venues
- + Add files

Criterion 3: Audience Engagement (20 marks)

In terms of this scheme, this criterion considers the engagement and the development of international audiences. Engagement refers to the role, the nature of involvement and the experience offered to the audience.

- a. Who are your target audiences? How will these audiences be reached and engaged with?  
(10 marks)
- b. Kindly provide information and plans on how you aim to develop new international audiences. You are also required to provide an outline of the marketing, PR and communications plan.  
(10 marks)

Additional Documentation:  
+ Add files

Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is. To make a stronger case in terms of this criterion, you are required to provide quotations to substantiate the budget items (please refer to the budget template further below)

- a. Kindly provide a realistic proposed project budget. (10 marks)
- b. Kindly provide evidence of applicant's ability to manage the project effectively? (10 marks)

Additional Documentation:  
+ Add files



## 5. Budget

5.1 Add VAT Certificate of Registration  
Upload file

5.2 Tick where applicable  
 Registered under Article 10\*  
 Registered under Article 11 (Exempt)

\*Applicants registered under Article 10 who will recover VAT, need to exclude recoverable VAT from the budget.

ð I hereby declare that to my knowledge the correct declarations are made to Arts Council Malta, and that the proper VAT status is declared. In the case of false declaration, I assume full responsibility of with the applicable consequences.

5.3 Expenditure Fees directly related to project implementation  
Artistic fees  
Add other expenditure

Income Total amount requested from fund  
Add other sources of income

Attach Quotes if available

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