



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2021	Application Reference Number: ICOG ____ / 22 / ____

INVESTMENT IN CULTURAL ORGANISATIONS - GOZO

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 70,000 per year, for the period of three consecutive years. Applicants may request up to 80% of the project expenditure)

Reference Number

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1. GENERAL INFORMATION

1.1 Project Title _____

1.2 Project type _____

1.3 Primary area of activity _____

1.4 Secondary area of activity _____

1.5 Project Description

Please provide overview of proposed programme of activities

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1.6 Upload proposed programme of activities –
Upload file

1.7 Did you ever benefit from public funds?

Yes

No

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

1.9 Additional Documentation

Add Audiovisuals / portfolio showing the applicant's work

Add files

2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including approvals, safety requirements and maintenance.

Start Date ___/___/___ (Eligible timeframe 02/02/2022 – 31/12/2024)
End Date ___/___/___

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

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Additional Documentation: + Add files
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4. Criteria

Criterion 1: Concept (40 marks)

This criterion considers the artistic ideas(s) of the proposed programme of activities as well as its strategic vision, aims and objectives in relation to the applicant. This may also include the collaborations being proposed, the nature of projects and/or productions and/or events etc. whether they are regular or new, relevant background information on the applicant/s and feasibility and envisaged impacts of the programme/s. 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 questions are to be addressed:

- a. What is the artistic rationale and specific objectives that inform your proposed programme/s of activities? How is the proposal relevant to ACM's overall strategic goals? (10 marks)
- b. What are the anticipated and desired outcomes of your proposal? How will you determine whether these outcomes are likely to be achieved or not? (5 marks)
- c. How do you think this proposal is relevant and challenging to your artistic development and that of your main collaborators? The applicant's track record and that of the collaborators is required. (5 marks)
- d. Provide a strategic plan for the years covered by the Programme. This should include the vision of the festival, its goals and the artistic programme and how the organisation intends to ensure high levels of excellence, the plan for innovative input (as highlighted above), showcasing opportunities. (10 marks)
- e. Provide information about partnerships proposed including collaboration agreements with main stakeholders. (10 marks)

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Additional Documentation:
+ Add Strategic Plan
+ Add files

Criterion 2: Project Management (20 marks)

This criterion considers the level of commitment and preparation prior to the funding application 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. This is also applicable to applications that focus on activities that are primarily aimed towards the development and capacity building of the applicant/s. The following questions need to be addressed:

- a. How are you planning to deliver the proposed programme? (e.g. timeframes, workplans, responsibilities, skills and track record of people managing projects, logistics plan) (10 marks)
- b. What is the degree of flexibility in the planning given the risks and uncertainties? What are the mitigation measures envisaged in view of the identified risks? (e.g. contingency plans, risk assessments, health and safety measures, possible adjustments that may take place) (5 marks)
- c. Are there any necessary permits, copyright issues and other legal, ethical and administrative matters to be addressed? (5 marks)

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Additional Documentation:
+ Add files

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 in the programme and the experience offered to the audience. Audiences may include internal and/or external stakeholder groups depending in the nature of the proposed programme. 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 a series of public events or productions, 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:

- a. Who are your target audiences (whether that is internal and/or external) and how will these audiences be reached? (10 marks)
- b. Can you provide an outline of the marketing, PR and communications plan as deemed relevant to the proposed programme? Why did you opt for your chosen methods? (Note: communications plan also include internal dissemination which may not be at a public level) (5 marks)
- c. Plans related to international networking should also be included. (5 marks)

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Additional Documentation:
+ Add files

Criterion 4: Budget (20 marks)

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

- a. Provide a detailed income-expenditure budget for Year 1 and forecasts for the two consecutive years. (10 marks)
- b. What are the budgeted costs that are both directly and indirectly linked to the delivery of the proposed programme? (e.g. fixed costs that are ongoing such as artistic fees for specific productions) What is the budgeted annual income for the proposed programme? If no income is envisaged, what is the justification? (10 marks)

Additional Documentation:
+ Add detailed income-expenditure for year 1 and a forecast for year 2 and year 3
+ 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.

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 Artistic Fees
 Contingency (10% of total budget cost)
 Add other expenditure

Income Total amount requested from fund
 Add Other sources of income

5.4 Upload quotations to support the income-expenditure budget for year 1

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