



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2022	Application Reference Number: ICOM ____/22/ ____

Investment In Cultural Organisations – Malta – Strand 2

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 23,000 per year, for the period of three consecutive years. Applicants may request up to 80% of the project expenditure)

Reference Number

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

1.4 Project Description

Please provide overview of proposed programme / plan of activities

1.5 Project Description Summary

Please provide a summary of the project description in not more that 150 words. Should the proposal be awarded funding, this description will be featured on arts council.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.

Empty text box for providing details of funds awarded.

1.8 Additional Documentation

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 01/01/2023 – 31/12/2025)
End Date ___/___/___

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

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., 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:

- What are 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? What methods will be adopted to enable the organisation to develop knowledge, skills and competencies needed to flourish in the cultural and creative sectors? Provide information about partnerships proposed including collaboration agreements with main stakeholders. (10 marks)
- How do you think this proposal is relevant and challenging to the organisation's artistic development and that of its main collaborators? The track records of the organisation and that of the collaborators are required. (5 marks)
- What are the anticipated and desired outcomes of your proposal? How will you determine whether these outcomes are likely to be achieved or not? Refer to the priorities in section 1.1. (5 marks)
- 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. A detailed programme of activities for year 1 and a broader plan for years 2 and 3 are required (20 marks)

Additional Documentation:

- + Add detailed programme / plan of activities for year 1
- + Add a broader programme / plan for years 2 and 3
- + 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:

- How are you planning to deliver the proposed programme / plan? (e.g. timeframes, workplans, responsibilities, skills and track record of people managing projects, logistics plan). Are there any necessary permits, copyright issues and other legal, ethical and administrative matters to be addressed? (5 marks)
- 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)
- What sustainable development practices will be adopted throughout the implementation of the programme? Refer to the priorities in section 1.1. (10 marks)

Additional Documentation:

- + Add Track record of the applicant and collaborators
- + Add Letters of Intent from Collaborators
- + Add audiovisuals / portfolio showing the applicant's work, as relevant to the proposal (Audiovisuals up to 5MB may be uploaded directly here, in the case of larger files please provide a link in the above text box);
- + Add files

Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement 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 on 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 emphasises 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) and how will these audiences be reached? (5 marks)
- 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 includes internal dissemination which may not be at a public level). (5 marks)
- By making reference to the priorities in section 1.1 elaborate on how the audience engagement practices are fostering the organisation’s commitment towards cultural rights. (10 marks)

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:

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

Additional Documentation:

- + Add detailed income-expenditure for year 1
- + Add certified evidence to prove that the applicant does not qualify under the definition of 'undertaking in difficulty'
- + Add a forecast for year 2 and year 3
- + Add files

TEMPLATE

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 Add a document showing the NACE code category of the applicant organisation

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

Income Total amount requested from fund
 Add Other sources of income

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