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| **FOR OFFICE USE ONLY** | |
| **Application received on:**  **\_\_\_\_\_ /\_\_\_\_\_/ 2019** | **Application Reference Number:**  **ICO2022/\_\_\_\_\_/\_\_\_\_\_\_** |



INVESTMENT IN CULTURAL ORGANISATIONS

**APPLICATION FORM**

**Strand 1: Investing in Capacity Building for Non-Governmental Cultural Organisations**

**and / or**

**Strand 2: Investing in Regular Artistic Festivals, Programmes and Events**

Please tick boxes accordingly. Non-Governmental Cultural Organisations (NGOs) active in the cultural and creative sectors to apply for any one or both strands of the **Investment in Cultural Organisations**

1. GENERAL INFORMATION

**1.1 Applicant Name and Surname and Name of Organisation**

The applicant must be the legal representative of the Voluntary Organisation. In the case that the project is awarded funding, the applicant must also be the contract’s signatory. Kindly specify the applicant’s position in the Organisation.

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| Name of Organisation: |
| Name of Applicant: |
| Position within the Organisation: |

**1.2** **Voluntary Organisation Number**

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**1.3 Identity Card Number of Applicant**

Please attach a copy of your I.D. Card with this application form

**1.4 Postal Address of the Applicant**

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**1.5 Applicant Details**

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| Telephone: |
| Mobile: |
| Email: |

**1.6 Did you ever benefit from public funds?**

Yes

No

**1.7 If yes, kindly specify the name/s and dates of the project/s held between 2016 and 2019.**

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1. PROPOSAL

**2.1 Provide details about the work of the organisation (provide the vision, aims and mission statement of the organisation and Regular Festivals, Programmes, or Events. Maximum 200 words**

Kindly attach a copy of the statute of the Organisation and its CV and the CV of team members and main collaborators

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**2.2 How do you think that the organisation can help ACM to deliver its Strategy2020? How does this proposal address the four strategic goals outlined in the Call for Proposals? Maximum 300 words**

Goals outlined: Nurturing creative potential and support its development into professional activity; invest in artistic excellence; Connecting Malta to the international artistic community; Provide more opportunities for people to engage in creativity.

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**2.3 How does the organisation intend to commit towards:**

Work that inspires community cultural exchange and reaches a comprehensive range of people, engaging them as both audience and participants; The promotion of cultural diversity, addressing cultural inclusion and accessibility; Championing cultural rights; Environmentally friendly policies; The overall sustainable development goal as implied by the United Nations Economic Commission for Europe (UNECE) Strategy for Education for Sustainable Development as “economic vitality, justice, social cohesion, environmental protection and the sustainable management of natural resources” thus ensuring that the needs of present and future generations are met. **Maximum 300 words**

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**2.4 Give a general description of the main endeavours to be covered through ACM’s requested co-funding. Maximum 500 words**

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1. STRATEGIC PLAN

**Kindly attach a detailed strategic plan including the following points:**

* + vision, mission and main objective of the organisation;
  + information about governance and management structure of the organisation;
  + proposed artistic programme;
  + collaborators to implement the artistic programme;
  + information about the collaborations proposed;
  + plans for professional development and capacity building in the organisation;
  + implementation timeline for deliverables and timeframes;
  + marketing and promotional plan of the organisation (including evidence of market research);
  + budget, financial plans (including potential sources of funding, funding collaborators and stakeholders) and cash-flow statements demonstrating financial sustainability;
  + monitoring and risk assessment plans for the proposed programme.

1. BUDGET

Please refer and use the budget template to provide a detailed income-expenditure budget for year 1.

It is important to provide copies of any relevant quotations that can give an indication of estimated costs. All official quotations and confirmations are to be attached to this application. Whenever quotations cannot be supplied, you can provide a breakdown of estimated costs based on standard expenditure. Other sources of funding and sponsorships must be supported by relevant documentation.

Kindly attach the latest profit and loss and/or audited accounts.

1. APPLICANT’S DECLARATION

By signing this declaration, I confirm that, to my knowledge, all the information contained in this Application Form and its Annexes is correct.

By signing this declaration, I confirm that I have read the Call for Proposals and that I accept the conditions and process as stipulated in this same document.

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| Signature of Applicant: |
| Date: |

Submissions may be carried out as follows:

* By sending an **email or link of an online file transfer service** (such as Wetransfer) on applyforfunds@artscouncilmalta.org till 12.00 p.m. (noon) of the deadline Thursday 10th October 2019 with the subject “Proposal for Investment in Cultural Organisations – Strand 1”. It is essential that the same email or hyperlink includes all additional supporting documents as required by these guidelines and regulations. Email should also include the signature application form provided.

**OR**

* By sending a printed copy and a soft copy on USB by **registered post** to the following address:

Proposal for Investment in Cultural Organisations – Strand 1

Arts Council Malta – Funding and Strategy

16, Casa Scaglia, Mikiel Anton Vassalli Street, Valletta

It is essential that the postmark indicates either the deadline Thursday 10th October 2019 or a date before the deadline.

**OR**

* By submitting a printed copy or soft copy on USB **by hand** till 12.00 p.m. (noon) of the deadline Thursday 10th October 2019 at:

Proposal for Investment in Cultural Organisations – Strand 1

Arts Council Malta – Funding and Strategy

16, Casa Scaglia, Mikiel Anton Vassalli Street, Valletta

Proposals may be submitted between Monday and Friday from 9.00 a.m. till 4.30 p.m. On the deadline Thursday 10th October 2019, proposals will be accepted till 12.00 p.m. (noon). Late submissions will not be accepted.