

# KOMUNITAJIET KREATTIVI

## Guidelines and Regulations



## Introduction

The Creative Communities fund makes part of a funding portfolio of EUR 10 million that Arts Council Malta is investing in direct help to cultural, artistic and creative projects for the period 2016–2020.

The fund focuses on cultural exchange in the community, and supports the implementation of **participatory process-led projects** related to culture, creative expression and the arts, primarily addressing local communities. The fund celebrates community and diversity, through support for training, research and the development of artistic projects, designed and led by the community for the community.

### 1. Aims of the fund

- To serve as a catalyst for a dynamic cultural sector through projects managed by voluntary organisations active in the local community
- To enable voluntary organisations in local communities to carry out sustainable projects related to culture, creative expression, and the arts
- To encourage active participation of local communities in the sector of culture and the arts
- To celebrate the cultural diversity that abounds in the various cities and villages around Malta and Gozo
- To serve as a catalyst for projects inspired by diversity of cultural expressions, and that encourage cultural exchange and the integration of each person in society – on the social, cultural, political and economic levels – through creative expression and the arts
- To strengthen and increase knowledge of local heritage, both tangible and intangible.

## 2. What is this fund looking for?

The fund invests in three types of projects and in combinations of the said elements, as follows:

- **Informal training and development programmes** that boost the artistic development of the organisation and encourage the creative development of the community.
- **Research** related to aspects of the collective memory of the community or of the cultural identity of the community
- **Events, productions and exhibitions** that encourage active cultural participation, empower the community through creative expression, or foster appreciation of the history and identity of the community. This excludes repeat productions and exhibitions of previously created works or parts thereof and arrangements of previously created works.

The following projects cannot be considered for funding:

- Applications that do not address the fund criteria or which run counter to the principles of this fund, as outlined in these Guidelines and Regulations
- Projects that have already taken place, and projects/programmes that take place yearly and/or recurrently
- Activities not directly related to the arts, or having fundraising or political party propaganda as a main objective
- Infrastructural projects
- Projects which run counter to instilling a sense of unity between communities living in Malta, irrespective of ethnic origin, religious belief, gender, sexual orientation, ability, age, or any other element relating to diversity
- Applications that do not provide all the required details as specified in these Guidelines and Regulations, or on the application form.

### 3. Who can apply?

- Cultural organisations, in localities around Malta and Gozo, registered as Voluntary Organisations.
- Registered Voluntary Organisations promoting and preserving cultural heritage (whether tangible or intangible) in a locality or region in Malta and Gozo
- Registered Voluntary Organisations composed of members of local and foreign ethnic minorities, as well as Voluntary Organisations promoting intercultural dialogue.

The applicant should be the legal representative of the organisation. Please make sure that you provide the Voluntary Organisation number of your organisation, and that you identify the person/group of people leading the project, as applicable.

The Voluntary Organisation must be based in Malta or Gozo and operating in the Maltese islands.

The following are ineligible for support from the fund:

- Individuals in their own name
- Local Councils, and other entities that make part of the public sector
- Organisations that are not registered with the Commissioner for Voluntary Organisations
- Organisations that, by the submission deadline, are not in possession of a certificate issued by the Commissioner for Voluntary Organisations stipulating that the organisation has submitted its prospectus and financial accounts for the past two years, and that it is in compliance with the law for all intents and purposes
- Organisations that, by the submission deadline, have not honoured reporting deadlines or other commitments related to other funds managed by Arts Council Malta and/or the Culture Directorate

Collaborations with other entities, whether public or private, and co-funding related to European funding programmes are eligible for support under this funding programme.

## **4. What costs are eligible?**

The eligible expenses are those strictly related to the project and to its management and promotion, as long as these are included in the budget submitted by the organisation, clearly explained, identified, supported and verified by respective supporting documents and quotations.

These include direct costs related to the performance and implementation of the project and indirect costs which are part of the beneficiary's general administrative costs but which are chargeable to the project.

The following costs are ineligible:

- Expenses covered by other funds, whether public or private
- Staff costs exceeding a maximum of 15% of the allocated total direct cost. Staff costs are only applicable when the VO has staff employed on its payroll.
- Hospitality costs
- Expenses that are not included in the projected budget attached to the proposal
- Expenses that are not incurred during the timeframe of the project stipulated in the agreement
- Expenses that are not clearly identifiable and verifiable, and supported by original documentation
- Expenses that are not supported with due documentation in accordance with the requirements of fiscal legislation

## 5.Total funds available, deadlines and publication of results

The total allocation of this fund for the year 2020 is of EUR 50,000.

The deadline to apply this year is **23<sup>rd</sup> October at noon** (Malta time) for projects to be carried out between 1<sup>st</sup> December 2020 and 1<sup>st</sup> December 2021. The total allocation for this call will be EUR 50, 000.

<b>Deadline</b>	23 <sup>rd</sup> October 2020 at noon
<b>Project time frame</b>	1 <sup>st</sup> December 2020 – 1 <sup>st</sup> December 2021
<b>Results</b>	30 <sup>th</sup> November 2020

Each project may be allocated a maximum of **EUR 8,000** from the fund. The amount requested **must not exceed 80%** of the eligible total expenditure of the project.

**This fund is competitive, and is evaluated in terms of the criteria laid down below.**

Each criterion carries a number of points, as explained in Section 6 of these Guidelines and Regulations.

In order to be considered for funding, a project needs to score at least 60%. Proposals that score 60% or higher are not automatically allocated the funds, but proceed to compete for funding in terms of the ranking of proposals for that respective call.

The Council reserves the right not to allocate the total funds available for the respective call, if the Evaluation Board deems that the proposed projects do not reach the required level in terms of the fund criteria.

The ranking of the projects, in terms of the marks allocated by the evaluators, will be published online, showing the names of the successful projects, and the respective reference numbers of projects that were not selected.

## 6. What is the fund looking for and how are projects selected?

The selection of the projects is based on the following criteria:

- **Widening of participation in cultural life** – 25 marks

Therefore:

- ✓ *Extent of widening participation in cultural life, in terms of active participatory process and celebration of community and diversity (10 marks)*
- ✓ *Extent of engaging with diverse audiences (5 marks)*
- ✓ *Potential legacy of the participatory creative process (10 marks)*

- **Development of the organisation** – 25 marks

Therefore:

- ✓ *Contribution of the project towards the sustainable artistic development of the organisation (15 marks)*
- ✓ *Level of accessibility of the organisation to the community through the project (10 marks)*

- **The quality of the project** – 25 marks

Therefore:

- ✓ *Quality of proposed process, dissemination, documentation (15 marks)*
- ✓ *Profile of proposed project team and collaborations (10 marks)*

- **Project management** – 25 marks

Therefore:

- ✓ *Strength and sustainability of proposed action plan for the delivery of the project and thereafter. Your sustainability plan needs to describe how the organisation will address the*

*issues they purport to address not only within the time frame of the current application, but further into the future when this specific line of funding or this specific call is no longer active.*  
(15 marks)

To make your case, you are required to explain your plan to develop the artistic concept and how you think the project is likely to achieve its ambition and meet its targets. Please include time frames and work plan with collaborators involved. Specify the skills and track record of the creative practitioner(s) leading the project. Provide a step-by-step plan on how the project will be carried out, together with a plan for logistics, possible risks envisaged and contingency plans, including plans to obtain the necessary permits in case of an activity in a public space. Provide a plan of sustainability relative to the nature of the project and the organisation how it plans to achieve its aims beyond the time frames of the proposed project.

✓ *How realistic the proposed budget is (10 marks)*

This criterion focuses on how well-planned and realistic the presented budget is. Efforts to secure funds from other sources will also be considered. To make a stronger case in terms of this criterion, you are encouraged to provide quotations in support of the respective budget items (please refer to the budget template in the application form).

✓ Succinct pitching of the project with due consideration to both the artistic side and the social side of the project

## **7. Follow these steps to apply:**

1. If you have not done so already, create your profile with Arts Council Malta by clicking on Register and filling in the details.
2. Read these guidelines and regulations very carefully.
3. Check whether your proposed idea can be addressed by this fund.
4. Click on the 'Apply for the fund' button on the fund's page and start the online application process.
5. Follow the online application step by step. Fill in all the required information from the online



application including the budget and attach the supporting documentation.

6. 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@artscouncilmalta.org](mailto:applyforfunds@artscouncilmalta.org).

In case of difficulty, or if you would like to consult us regarding this fund, you can call us on 2334 7201 Monday to Friday between 09:00 and 16:00, or email us on [fundinfo@artscouncilmalta.org](mailto:fundinfo@artscouncilmalta.org).

It is your responsibility to present a complete application form as explained in these Guidelines and Regulations.

**Late applications will not be accepted.**

**An application that does not contain all the necessary information will not be processed and evaluated.**

**The application dossier is not returned at the end of the selection procedure.**

## **Budget**

The application form includes a budget template (in Excel format), in which you are required to indicate all the projected expenses related to the project as well as the projected income. Fill in the Budget template, and mark, attach, and identify all the relevant documents supporting each and every budget item listed (both income and expenditure).

An application may request a maximum of **EUR 8,000** from the Fund. Yet, the Fund may cover up to 80% of the eligible total expenditure of the project.

For example, if your projected eligible total expenditure is EUR 8,000, you may request up to EUR 6,400 from the Fund.

The Evaluation Board is not required to award to a recommended project the total amount requested.

## **8. What happens after you submit your application form?**

Proposals are first screened in terms of eligibility. Proposals which are not eligible in terms of the procedure laid down in these Regulations will not be processed further and will not undergo evaluation.

The eligible applications will undergo a process of evaluation by an independent Board set up in connection with the respective call. A pitching session will also be organised for all eligible candidates. On the day indicated above, applicants will receive their result notification from Arts Council Malta. Attached to the notification letter, you will receive a copy of the evaluation form – explaining the respective decision of the Board, in terms of the criteria of the fund.

In case of difficulties concerning your results, you may email us on [fundinfo@artscouncilmalta.org](mailto:fundinfo@artscouncilmalta.org) within five (5) days of receiving notification of your results.

## **9. Pitching**

The aim of the pitching session is to create an opportunity for applicants to further present their projects to the evaluators. The project applications would already have been reviewed by the evaluators before the pitching session.

During the session, the applicant has the opportunity of presenting comments, latest insights and additions to the already submitted project description.

The pitch can be presented in a variety of formats but should not be longer than ten (10) minutes. During your pitch, you will be expected to explain the artistic vision of your project and

communicate how you plan to implement it. This ten-minute pitch will be followed by a Q&A session with the evaluation panel.

## **10. Complaints procedure**

Filing a complaint will not affect your chances of receiving support from Arts Council Malta in the future. All complaints will be treated with confidentiality.

### **Grounds for complaints**

A complaint may be lodged on the basis of:

A procedural anomaly or irregularity during the submission or evaluation process, in terms of the procedures laid down in these Guidelines and Regulations.

Complaints cannot be lodged concerning:

- Policies and procedures of Arts Council Malta or of the Government of Malta
- The merits of the application, in terms of the criteria stipulated in these Guidelines and Regulations

Only applicants may lodge complaints concerning their project.

### **Lodging a complaint**

A complaint must be lodged within five (5) days of receiving notification of your results. The complaint must be made in writing, and be addressed to the Director of Strategy of Arts Council Malta.

In the complaint, you must clearly explain how and why you feel that the decision on the project was influenced by irregularities that took place in relation to the procedures laid down in these Regulations, or in the standard rules and regulations on good governance relating to the public

sector. With your complaint, you must submit the relevant supporting documentation and evidence.

By lodging a complaint, you provide your consent that we may use and disclose respective information for the processing of your complaint.

You will normally receive a reply to your complaint within ten (10) working days from the Director of Funding & Strategy of Arts Council Malta.

If the issue has not been resolved, you can refer your complaint to the Ombudsman. The Ombudsman provides an independent and unbiased service between the Government and its institutions and the public. He or she has the power to decide whether or not to investigate a complaint. If the Ombudsman concludes that your complaint is justified, he or she will make recommendations for a satisfactory remedy, and on how to prevent a similar situation in the future. The Ombudsman works according to his or her own guidelines and procedures, and we recommend that you acquaint yourself with these. They can be found at: [www.ombudsman.org.mt](http://www.ombudsman.org.mt). The Ombudsman cannot reverse funding decisions or make changes to Arts Council Malta's legal responsibilities and policies on awarding grants.

## **11. Project implementation and monitoring**

If your proposal is recommended by the Evaluation Board, you will be required to come to the offices of Arts Council Malta and sign a contract stipulating the conditions of the fund.

By accepting the grant, you provide your consent for the publication, by Arts Council Malta, of the name of the organisation, the project title and a short description of the project, as well as the amount awarded to the project.

By accepting the grant, you also commit to participating in sessions as requested by Arts Council Malta relating to networking, knowledge-sharing and training aimed at supporting beneficiaries in the development of their projects.

The beneficiaries shall make themselves available to participate in research and evaluation of the Komunitajiet Kreattivi programme that may be coordinated by Arts Council Malta.

provide your consent for the publication, by Arts Council Malta, of the

The first portion of 70% of the allocation to the project from the fund will be processed after the signing of the contract. The balance of 30% will be processed following approval of your final report by Arts Council Malta. For more details, kindly refer to Section 11 of these Guidelines and Regulations.

The beneficiaries must make sure that the combined logo of the Fund and of Arts Council Malta is used on all related material, and specify that the project was supported by the fund – in all marketing, PR and printed material.

In all cases the beneficiaries are obliged to allocate a specific bank account solely for the use of the project.

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 Arts Council Malta immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received.

Any savings on the approved budget may, upon approval by Arts Council Malta, be allocated towards the main objectives of the project.

Arts Council Malta may alter or withdraw a grant if the change in the project is not considered in line with the initial proposal as approved by the Evaluation Board, or if the Council is not informed of the changes in due time.

The Beneficiary is responsible to ensure compliance with all relevant legislation, including legislation regulating voluntary organisations.

Arts Council Malta reserves the right to send representatives, at any stage, for monitoring purposes, both during the implementation of the project and afterwards.

Arts Council Malta also reserves the right to consult with the office of the Commissioner for Voluntary Organisations and/or the Malta Council for the Voluntary Sector, as required.

## **12. Report**

Throughout the project, it is extremely important to document the process of the project, by means of photos, audio-visual material, articles, testimonials, promotional material, as well as all the relevant fiscal receipts and all sorts of documentation related to the project.

You are to provide Arts Council Malta with regular updates concerning the project, and to communicate in due time public calls, press releases, and adverts with regard to the project. You are also to provide content required from time to time to help give visibility to the project.

At the end of the project, you will be required to submit a detailed report – including all respective documentation – highlighting developments, work carried out, and the added value relating to the support provided by the Fund. Arts Council Malta will provide a template for your report.

The report must include a comparative budget of expenditure and investments in the project (by the VO, the fund, and other sources). This must show the projected budget, alongside the actual budget of the project – supported by duly certified copies of all the fiscal receipts endorsed by a certified public accountant.

The report must be submitted to Arts Council Malta, by not later than six (6) weeks from the conclusion of the project.

The report submitted is evaluated by Arts Council Malta and, if it is deemed satisfactory, the final balance of 30% of the allocation will be processed.

Arts Council Malta retains the right to recover funds in the case that these have not been used and/or were misused and/or were not used according to the approved budget.

Arts Council Malta retains the right to make use of submitted project material.

## **Contact details**

For more information, you may contact us on 2334 7201 or [fundinfo@artscouncilmalta.org](mailto:fundinfo@artscouncilmalta.org)

**Guidelines updated on the 16<sup>th</sup> January 2020.**