

# MALTA ARTS FUND

## **Strand 1: Research Support Grant Guidelines and Regulations - 2020**





## **ALLOCATIONS**

<b>SESSION BUDGET</b>	<b>MAXIMUM ELIGIBLE AMOUNT PER PROJECT</b>
EUR 20,000	EUR 5,000

<b>CO-FUNDING</b>	<b>DISBURSEMENT</b>
The fund may cover up to 100% of total project costs	70% upon signing of grant agreement 30% following approval of final report

## **TIMEFRAMES**

<b>DEADLINE</b>	<b>RESULTS</b>	<b>ELIGIBLE TIMEFRAME</b>
6th May 2020	19th June 2020	20th June 2020 – 19th June 2021
24th September 2020	12th November 2020	13th November 2020 – 12th November 2021

# 1. Introduction

The Malta Arts Fund is one of our tools to address and implement Arts Council Malta's goals outlined in our strategy Create2020, with a particular focus on:

- Nurturing creative potential and supporting its development into professional activity by encouraging co-creation, collaboration and experimentation.
- Investing in artistic excellence by encouraging levels of creative risk and experimentation, supporting quality projects as well as identifying talent and encouraging its development.

The fund forms part of our development funding programmes which aim at investing in the development of quality-driven creative work which pushes the artists' and the sector's boundaries for more engaging creative experiences.

The Malta Arts Fund aims at supporting artists in taking creative risks to develop a new work through research, experimentation and collaboration.

The Research Support Grant is Strand 1 of the Malta Arts Fund. The Grant essentially aims to provide the opportunity for the development of high-quality artistic projects. This strand will support exploratory projects which would allow creative professionals to experiment, test their work, collaborate and develop their ideas further. The projects can be part of a wider project/ body of work or can be self-contained.

The primary aim of this fund is to provide **time** and **space** for excellent artistic concepts to develop. The intention is therefore to support creative professionals throughout this development phase and cover the time and resources needed for the creative professionals and their collaborators to develop their concept. The research project can focus on any art form and cannot be part of an academic study.

# 2. Definitions

## Applicant

- An applicant may be an individual, a group or an organisation. Applicants cannot be employees of Arts Council Malta or involved in the management of the Malta Arts Fund (MAF).

## Application

- An application is a submission, inclusive of all mandatory documents and any annexes to the MAF application form made by an eligible applicant.

## Evaluation

- Applications deemed compliant and eligible are evaluated against the criteria established in these Guidelines by the appointed evaluators.



### Beneficiary

- The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Malta Arts Fund.

### Creative professionals

- All artistic and creative individuals professionally active in the cultural and creative sectors.

### Eligibility

- Compliant applications will first be screened in terms of eligibility by the appointed evaluators. Proposals which are not considered eligible in terms of the set criteria shall not be processed further and shall not undergo evaluation.

### Evaluators

- Arts Council Malta appoints an evaluation team for each call under the Malta Arts Fund. The Arts Council may appoint both local and foreign professionals in the sector of culture and the arts.

### Group

- A number of persons with or without legal personality may form a group. One of the persons involved must take the leading role and have the main legal responsibility for managing the project and the grant. This person must be a Maltese citizen or be in possession of a Malta residence permit or of a Maltese citizenship certificate or of a Maltese passport.

### Higher Education Institutions

- Education Institutions offering post-secondary and tertiary education. These include Giovanni Curmi Higher Secondary School, Sir Michelangelo Refalo Sixth Form, Junior College, MCAST, University of Malta.

### Individual

- Individuals applying for a grant must be Maltese citizens or be in possession of a Malta residence permit or of a Maltese citizenship certificate or of a Maltese passport.

### Organisation

- An organisation legally established and/or publicly registered in Malta, having a statute. Voluntary organisations must be registered with the Commissioner for Voluntary Organisations in accordance with the Voluntary Organisations Act requirements (<http://www.maltacvs.org/>). The applicant must be a legally authorised representative of the organisation. Cooperatives must be registered with Koperattivi Malta.

### Practice-based artistic research

- Practical creative research led by a creative professional which aims at developing creative concepts.

### Public Cultural Organisations

- Public cultural entities falling under the remit of Arts Council Malta which include Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Ċentru għall-Kreattività, Pjazza Teatru Rjal, Fondazzjoni Valletta 2018 and ŻfinMalta.



## Create2020

- Arts Council Malta's strategy for the cultural and creative industries. The 2020 strategy sets five goals to be addressed by 70 actions, implemented through nine strategic tools with three identified groups: creative professionals, communities and public cultural organisations. The mission of the strategy is that of placing the arts and creativity at the heart of Malta's future. The strategy document can be accessed on <http://artscouncilmalta.org/pages/the-council/our-strategy>.

## 3. Who can apply?

The Grant is open to individuals, groups and/or organisations.

Applicants must be Maltese citizens or be in possession of a Malta residence permit or of a Maltese citizenship certificate or of a Maltese passport.

This strand focuses on creative research, led by one or more creative professionals, leading to the development of a creative concept. The fund supports practice-based artistic research.

## 4. Eligibility

Projects will first be screened in terms of eligibility. Ineligible proposals in terms of the points below shall not be processed further and shall not undergo evaluation.

**Maximum eligible timeframe to implement the project:** 6 months

**Eligible period:** 12 months from result notification date

### 4.1 Eligible costs<sup>1</sup>

This grant may cover up to 100% of the following costs:

- Artistic fees
- Travel and accommodation (excluding per diems or subsistence)
- Rental of spaces
- Rental of equipment (purchase will only be considered if deemed necessary for the research project)

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<sup>1</sup> All costs will be considered only if these resources are not already covered/cannot be covered by the applicants or supporting/partner organisations.

Any other activity which may be developed outside the scope of the research project are not eligible for support.

Applicants can submit more than one application under the same call, however only one of the applications can be funded per session.

For more information about presenting your budget, refer to our General Budget Guidelines (<http://www.artscouncilmalta.org/funds/malta-arts-fund/research-support-grant/budget-guidelines>)

## 4.2 Non-eligible costs<sup>2</sup>

- Costs which are already covered through usual operational budgets (salaries, space which is owned/rented by the applicant or the partner/supporting organisation/individual)
- Reimbursement of salaries or part of
- Organisations which do not have a registered address in the Maltese islands
- Activities which are not related to culture, arts and the creative industries
- Beneficiaries who have not honoured previous funding commitments. In the case of Voluntary Organisations, organisations which have not presented their updated accounts to the Commissioner for Voluntary Organisations
- Activities whose objective is fundraising or political propaganda
- Initiatives eligible under the Malta Film Fund
- Costs already covered by public cultural organisations, or another public funding programme managed or co-managed by Arts Council Malta or other public agency, government department or Ministry
- Funding for the creation or upholding of bursaries, prizes or scholarships
- Individual modules credited as part of an education course or research as part of established academic programmes.
- Projects that would have already taken place before the result is notified to applicant(s)
- Retrospective costs
- Incomplete applications as explained under the section 'Mandatory Documentation'

## 4.3 Mandatory documentation

The documents below are mandatory and required for the pre-evaluation assessment, conducted by Arts Council Malta. Failure to present any of the below documents will render the application non-compliant, and will not be evaluated by the Board

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<sup>2</sup> Creative practitioners employed by Higher Education Institutions or Public Cultural Organisations are eligible to apply for a grant as independent creative practitioners. If the research project constitutes part of their employment, only costs related to the project presented and not covered by the employer are eligible for support.



- A complete application form, including quotes for each budget item comprising your total project cost
- A copy of your Maltese ID card (including the front and back side) or your Maltese residence permit or your Maltese citizenship certificate or your Maltese passport.

Kindly note that it is your responsibility to submit all the necessary documentation, as outlined above, before the indicated call deadline, in order to facilitate the evaluation process.

Prior to application deadline, Arts Council Malta representatives will not be checking your application forms. It is solely at the Arts Council Malta's discretion to request that applicants provide any missing mandatory documentation following the call deadline.

Applications submitted after noon of the respective day of deadline cannot be accepted.

A decision on funding will be made on the strength of the submitted information, and supporting documents

## 5. Evaluation

The Evaluation Board will base its decision upon the following criteria:

### 5.1 Criterion 1: Relevance of the research to the creative professional/s involved (40 marks)

This criterion considers the relevance of the research to the creative professionals involved and to all collaborators. To make your case in terms of this criterion, you will be required to:

- provide your track record and a clear explanation of how this research will be beneficial in terms of your artistic development. What value will the research add to your current creative practice?
- explain the research question and your goals.
- explain how the proposed research is innovative and how the grant would help you to experiment and push boundaries in terms of the work being proposed and the collaborations involved.
- explain the steps being taken to ensure artistic excellence is achieved. Explain your commitment to make sure that the research would lead to fulfilling the goals of your research project.





## 5.2 Criterion 2: Methodology (20 marks)

This criterion considers the proposed plan in terms of methodology applied as well as the rationale for the selected methodology. Where applicable, the level of commitment from partners and/or collaborators is considered. To make your case in terms of this criterion, you will be required to:

- provide a clear plan of the research methodology which is going to be used during the research period. Provide the rationale for the selected methodology. Include timeframes, workplan with collaborators involved and a step-by-step plan on how the research project will be developed.
- in relation to your methodology outline whether you will be involving any relevant partners and/or collaborators or not. In either case you are to explain the choice made by referring to the methodological approach. If partners/collaborators are to be involved specify them and their commitment to the project.  
Collaborators may include creative practitioners, Higher Education Institutions, Public Cultural Organisations, amongst others.

## 5.3 Criterion 3: Presentation and dissemination of the research (20 marks)

This criterion considers how the research project will be presented and disseminated amongst the selected audience. If the project does not include any public engagement, the audience can be made up of individuals with whom you would like to communicate the research.

To make your case in terms of this criterion, you will be required to provide information about

- How the research will be presented to the selected audience
- Have you made an ethical risk assesment and drew up a plan to overcome such risks
- How you intend to document the process and disseminate the information about the research project.

## 5.4 Criterion 4: Management (20 marks)

This criterion considers how well-planned the proposed project is and takes into consideration the budget provided, the clarity of the application submitted, of the timeframe proposed and the presentation during the pitching session.

## 6. SUBMITTING YOUR APPLICATION FORM

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 2339 7020 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. If you do not present all the necessary information, then your application will not be processed and evaluated.

Applications handed in after 12.00 (noon) of the respective deadline cannot be accepted.

## 7. Evaluation process

This fund is competitive and will be evaluated according to established criteria.

As specified above, each criterion is allocated a number of specific marks. In order to be considered for funding, projects have to obtain an average of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the quality of the submitted proposals and on the availability of the funds. Therefore, obtaining 60 marks or more does not automatically mean that you will be awarded the funds. The Evaluation Board may decide not to allocate the total funds available for a particular call if the proposed projects do not reach the required level in terms of the fund criteria.

Eligible applications will be assessed by an evaluation team made up of independent evaluators. Arts Council Malta will select evaluators on the basis of their independent and professional experience. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded; a pitching session will also be organised for all candidates.

## 7.1 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 five-minute pitch will be followed by a Q&A session with the evaluation panel.

## 7.2 Communication of results

On the day indicated, you will receive your result notification from Arts Council Malta. Together with the covering letter, we will also attach a copy of the evaluation form, indicating the reasons and marks leading to the Evaluation Board's decision, according to the fund criteria.

The order of classification of the projects, according to the marks allocated by the evaluators, will be published online. Only the names of the successful projects will be published; in the case of projects which have not been awarded any funds, only their reference number will be published.

If you have any difficulties concerning your results, you should email us on **fundinfo@artscouncilmalta.org** within five (5) days of receiving your funding decision.

No information on the evaluation process will be released before the official result notification. **Any form of soliciting will automatically disqualify an application.**

All information received by the Fund Administrator, Fund Manager and Evaluators will be considered confidential, both during and after the evaluation process. Provisions on data protection and confidentiality for successful projects will be included in the Grant agreement.

## 8. Project implementation and monitoring

If your application is approved and funded, you will be requested to sign a contract specifying the conditions of the fund at Arts Council Malta. When accepting the grant, applicants accept that their name, the project title and the amount awarded can be published by Arts Council Malta.



70% of the total amount allocated by the Evaluation Board will be processed after the signing of the contract. The remaining 30% will be disbursed after the submission of the final report by the beneficiary, following approval by Arts Council Malta.

The beneficiaries must use the fund's logo on all related material and specify that the project was supported by the grant as follows: **Supported by the Research Support Grant, Strand 1 of the Malta Arts Fund managed by Arts Council Malta**, in all marketing, PR and printed material. 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. Arts Council Malta reserves the right to revise or withhold the final payment if the change in the project is not considered to be in line with the initial proposal, or if the Council is not informed of the changes within a reasonable time.

Beneficiaries must make themselves available for visits and communication with an Arts Council Malta representatives for monitoring purposes both during the implementation of the project as well as after its completion.

Arts Council Malta also reserves the right to revise the final payment if the total expenditure is less than that estimated in the application form.

## 8.1 REPORT

At the end of your project, you will be required to submit a detailed report highlighting the work carried out and the project achievements, by not later than six (6) weeks after your project is concluded. Arts Council Malta will provide a template for your report. If relevant, together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project. Beneficiaries will also be requested to submit evidence of the research process, which includes visual documentation, blogs and other documentation.

You will also be required to present a final updated budget together with all supporting documents.

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

Arts Council Malta retains the right to recover funds in case these are not being used and/or are misused and/or are not used according to the submitted budget.

## 9. 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.

## 9.1 Grounds for complaints

Applicants can make a complaint regarding procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these guidelines and regulations. Complaints cannot be made concerning:

- The Arts Council's or Government's policies and procedures;
- The merits of the application in terms of the criteria stipulated in these guidelines and regulations. Only applicants may file complaints concerning their project.

## 9.2 Filing a complaint

Complaints must be made in writing and must be as clear as possible. The complaint must state the grounds and the reasons for the complaint, providing a detailed explanation and justification supported by relevant documentation or testimonials as to why the complainant deems that irregularities were committed in the procedure/s stipulated in these guidelines and regulations or in standard good governance rules and regulations governing the public sector. The decision at the end of the complaint process shall be final. Complaints need to be made to the Director of Funding and Strategy, Arts Council Malta within five (5) working days of receipt of your funding decision. You will normally receive a reply to your complaint within ten (10) working days.

In case you are not satisfied with the reply, Arts Council Malta will convene a Board that will discuss your complaint further. If you approach our complaints procedure, then you are accepting that we can use information about your project to address the complaint. The decision of the Board is final.

## Contact us

For more information you may call us on 2339 7020 or send us an email on [fundinfo@artscouncilmalta.org](mailto:fundinfo@artscouncilmalta.org)

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