

Mobility Guarantee Scheme

Guidelines and Regulations 2024



ISSUED: MARCH 2024



ALLOCATIONS

SESSION BUDGET	MAXIMUM GUARANTEE PER PROJECT
EUR 60,000	EUR 30,000

CO-FUNDING	DISBURSEMENT
The scheme may provide a guarantee of up to 100%	100% upon signing of an agreement. To be refunded to the ACM in one lump sum.

TIMEFRAMES

DEADLINE	RESULTS	ELIGIBLE TIMEFRAME
Rolling Call until the 17th December 2024 or until funds are fully disbursed	Within 10 working days from submission of a complete request	This is equivalent to the timeframe of the ACM funding programme under which funds were awarded to the beneficiary.

1. Introduction

The *Mobility Guarantee Scheme* forms part of Arts Council Malta's support portfolio that invests in diverse artistic and cultural expression and in the development of Malta's cultural and creative sectors. It addresses international opportunities, focusing specifically on facilitating the outgoing mobility of artistic and cultural productions outside the European Union.

Beneficiaries of Funding Schemes 2024 whose funded project or activity includes mobility of items that will leave the European Union on a temporary basis and will return to the European Union *tale quale* may require an ATA Carnet which can be obtained from the Malta Chamber of Commerce, Enterprise and Industry.

To apply for the ATA Carnet, beneficiaries are required to create an inventory list of items specifying the quantity, a full description of each item (serial numbers, models, make, etc.), the value of each item, the weight, and the origin. The items entered in the ATA Carnet may be professional equipment, goods for an international trade fair or exhibition, and commercial samples.

This scheme provides beneficiaries of Funding Schemes 2024 with a maximum amount of €30,000 that will support the security deposit that needs to be paid to the Malta Chamber of Commerce, Enterprise and Industry. The beneficiary will be required to observe the instructions provided by the Malta Chamber of Commerce, Enterprise and Industry with regard to the ATA Carnet. By requesting the security deposit, the beneficiary agrees to refund the amount to Arts Council Malta upon completion of the process or the completion of the funded project, whichever comes first.

2. Definitions

Access Support

- Access support provides specific support that allows activities and projects to adopt the highest standards of good practice, combining equity with quality. Information and the guidelines and regulations for Access Support is available on <https://artscouncilmalta.gov.mt/pages/funds-opportunities/scheme-2024/access-support/>. In the case that this proposal includes expenses that are eligible through Access Support the application submitted through the *Mobility Guarantee Scheme* must include a justification for the Access Support request and the relevant quotation in the section provided.

Applicant

- An applicant may be an individual, a group or an organisation who is a beneficiary of a Funding Scheme 2024 project, activity, or initiative. Applicants cannot be employees of Arts Council Malta or be involved in the management of the *Mobility Guarantee Scheme*.

ATA Carnet

- An international customs document that permits duty-free and tax-free temporary export/import of goods for up to one year and serves as a guarantee to customs duties and taxes.

Beneficiary

- The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the request supported by the Scheme. The beneficiary of the grant may not be changed throughout the duration of the funded project and until the final disbursement is issued. The disbursement of the grant may only be issued on behalf of the beneficiary. The beneficiary is responsible to ensure that any VAT invoices are issued on behalf of the beneficiary and include the beneficiary's VAT information. In the case of a beneficiary who does not carry out economic activity and as a result is not registered for VAT the beneficiary has the duty to ascertain that they will receive a fiscal receipt for the goods and services received.

Disbursement of Funds

- The grant will be disbursed as indicated on page 2 of these guidelines and regulations. A cheque payment will be issued on behalf of the applicant. The applicant must have an active bank account when submitting the application.

Eligibility

- Requests will first be screened in terms of technical and artistic eligibility by the Fund administrators and managers. Requests which are not considered eligible in terms of the set criteria will not be processed further and shall not undergo evaluation.

Management and administration

- Arts Council Malta is responsible for the management of this scheme. All official correspondence, including the submission of requests or updates to awarded requests, must be sent to the address indicated in these guidelines.

Mandatory documentation:

- Any document(s) needed to support your request.

Maximum amount

- There is a ceiling amount of €30,000 per request to be allocated. This will be decided on a case-by-case basis depending on the inventory list. The full amount is to be reimbursed to Arts Council Malta in one lump sum upon the release of the security deposit by the Malta Chamber of Commerce, Enterprise and Industry.

Request

- A request is a submission, inclusive of all mandatory documents and any annexes to the online form made by an eligible applicant.

Screening of requests

- Requests are screened to ensure compliance and eligibility according to the criteria established in these guidelines.

Security deposit

- A refundable sum payable to the Malta Chamber of Commerce, Enterprise and Industry to cover possible customs duty claims in the case of goods not being returned to Malta / EU in their entirety, or within the stipulated time.

3. Eligibility

Requests to support the security deposit will first be screened in terms of eligibility. Ineligible requests in terms of the points below will not be processed and shall not be considered further.

3.1 Who can apply?

- Beneficiaries who were awarded funding under any of the Funding Schemes 2024 managed by Arts Council Malta.

3.2 Who cannot apply?

The following are not eligible to apply for the Mobility Guarantee Scheme:

- Applicants who are not in possession of a result notification letter issued by Arts Council Malta confirming allocation of funds through any of the ACM Funding Schemes 2024;
- Applicants who are not in possession of the mandatory documentation provided by the Malta Chamber of Commerce, Enterprise and Industry.
- Applicants who do not qualify under the definition of applicant for this specific scheme.
- Beneficiaries who have not honoured previous funding commitments.
- Beneficiaries who do not submit or complete at least one final report related to a previous grant funded by Arts Council Malta within the established timeframes.

3.3 What can be covered?

This scheme provides beneficiaries of Funding Schemes 2024 with a refundable guarantee for a maximum amount of €30,000 that will support the security deposit that needs to be paid to the Malta Chamber of Commerce, Enterprise and Industry to obtain an ATA Carnet.

The refundable guarantee will be fully reimbursed to Arts Council Malta in one lump sum following the release of the security deposit by the Malta Chamber of Commerce, Enterprise and Industry or the completion of the project funded through the Funding Schemes 2024, whichever comes first.

3.4 What cannot be covered?

In the case that the Malta Chamber of Commerce, Enterprise and Industry retains any amount due to non repatriated item(s), the amount due to the Malta Chamber of Commerce, Enterprise and Industry will not be supported by the Mobility Guarantee Scheme.

The scheme does not support the payment or refund of any of the costs that are related to the project/activity supported by the Funding Scheme 2024.

3.5 What requests are not eligible?

- Requests submitted after noon (12:00) of the respective day of deadline;
- Requests submitted by applicants who did not benefit from a Funding Scheme 2024;
- Incomplete requests. Refer to the checklist in Section 5.1;
- Projects that would have already started and/or taken place before the result is notified to applicant(s)
- Projects whose duration does not fall entirely within the eligible timeframe.

Any other activity which may be developed outside the scope of the *Mobility Guarantee Scheme* is not eligible for support.

Applicants can submit more than one request under the same call, however, only one of the requests can be funded. Applicants may benefit only once during a calendar year.

4. Screening of requests

This scheme is administered on a first-come-first-served basis. Requests will be considered eligible only if they meet the requirements stated in sections three and five of these guidelines and regulations.

Arts Council Malta may refuse any request that is deemed to be incongruent with the principles and eligibility criteria outlined in this document.

5. Submitting the request

Follow these steps to apply:

1. Read these guidelines and regulations very carefully.
2. Check whether your request can be addressed by this scheme.
3. Press the link that will take you to the online application system.
4. From the open calls section, select the online application for the scheme.

5. Follow the instructions step by step. Fill in all the required information from the online form and attach the supporting documentation.
6. Submit the request. You should be receiving an automatic acknowledgement by the system. If you do not receive such a notification, contact us on applyforfunds@artscouncil.mt.

Applicants are required to register a profile on the ACM's CRM at least two weeks prior to the deadline of the call.

In case of difficulty or if you would like to consult us regarding this scheme, you can call us on 2334 7230 Monday to Friday between 09:00 and 16:00 or email us on fundinfo@artscouncil.mt.

It is your responsibility to present a complete request form as explained in these guidelines and regulations. If you do not present all the necessary information and documentation, your request will not be processed.

It is solely at the Council's discretion to request that applicants provide any missing mandatory documentation following the call deadline.

A decision to support the request will be made on the information submitted and the availability of funds.

Requests handed in after 12.00 (noon) of the respective deadlines cannot be accepted.

5.1 Checklist

In order to be complete, requests must be accompanied by:

- An official result notification letter issued by Arts Council Malta in 2024;
- An inventory list of items that will leave the European Union on a temporary basis and will return to the European Union *tale quale*;
- A notification from the Malta Chamber of Commerce, Enterprise and Industry clearly identifying the amount required in Euros to issue an ATA Carnet.

6. Screening process

This scheme is managed on a first come-first-serve basis. Requests will be screened by Arts Council Malta according to the eligibility criteria established by these guidelines and regulations.

6.1 Communication of results

The result notification letter will be sent within 20 working days from submission of a complete request indicating the reasons leading to the decision.

A list of beneficiaries will be published online. Only the names of the successful requests will be published.

If you have any difficulties concerning your results, you should email us on fundinfo@artscouncil.mt within five (5) days of receiving your result notification letter.

All information received by Arts Council Malta will be considered confidential, both during and after the screening process. Provisions on data protection and confidentiality for successful projects will be included in the grant agreement.

7. Implementation

Under no circumstances will Arts Council Malta be in a position to increase the amount issued as a guarantee.

A contract specifying the conditions regarding the amount allocated for the security deposit will be signed.

100% of the total amount allocated by Arts Council Malta will be processed after the signing of the contract. This amount will be exclusively used to support the security deposit.

The beneficiary needs to follow the instructions provided by the Malta Chamber of Commerce, Enterprise and Industry in order to obtain the necessary stamps on the ATA Carnet to be able to request the release of the security deposit to the Malta Chamber of Commerce, Enterprise and Industry.

The beneficiary agrees to refund the security deposit to Arts Council Malta in full. The beneficiary agrees to pay any charges issued by the Malta Chamber of Commerce, Enterprise and Industry.

7.1 Report

At the end of the process, you will be required to submit the ATA Carnet duly stamped and the refund of the security deposit.

8. 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.

8.1 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 request in terms of the criteria stipulated in these guidelines and regulations.

Only applicants may file complaints concerning their project.

8.2 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 will be final. Complaints need to be made to the Director of Funding and Strategy, Arts Council Malta on fundinfo@artscouncil.mt 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.

Need advice?

Arts Council Malta offers pre-submission consultation services to help secure support for your project. We are there every step of the way. We can help you determine whether the core concept and profile of your project are in line with the targeted support mechanism, and provide feedback on the way you plan to present your project. To make the best of our services, plan ahead and get in touch with us at least four weeks before the submission deadline.

You are welcome to call us on 2334 7230 on weekdays between 09:00 and 16:00 or to send us an email on fundinfo@artscouncil.mt.

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