



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2021	Application Reference Number: MUS ____ / 21 / ____

TEMPLATE

Call for Proposals for Original Musicals in the Maltese Language

APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be included under this Initiative is Euro 75,000 per year (in-kind) for the duration of five years. Applicants must invest a minimum of Euro 100,000)

Reference Number

1. GENERAL INFORMATION

1.1 Project Title _____

1.2 Project type _____

1.3 Primary area of activity _____

1.4 Secondary area of activity _____

1.5 Project Description

Please provide an overview of the proposal

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.

1.8 Attach a Programme of Activity

1.9 Additional Documentation

Add files

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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 04/08/2021 – 04/08/2026)
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 proposal of Musical Theatre Show primarily in the Maltese Language between 2022 and 2026 as well as its strategic vision, aims and objectives in relation to the applicant. This may also include the collaborations being proposed. Thus the following questions are to be addressed:

- What is the artistic rationale and specific objectives that inform your proposal? (15 marks)
- What are the anticipated and desired outcomes of your proposal and how will these outcomes be achieved? (10 marks)
- How do you think this proposal is relevant and challenging to the artistic development of the organisation and that of the main collaborators? The organisation's track record and that of the collaborators is required. (15 marks)

Additional Documentation:
+ Add files



Criterion 2: Project Management (20 marks)

This criterion considers the level of commitment and preparation to the proposal as well as the plan to deliver 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. The following questions need to be addressed:

- How is it planned to deliver the proposal? (e.g. timeframes, workplans, responsibilities, skills and track record of people managing projects, logistics plan) (10 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) Are there any necessary permits, copyright issues and other legal, ethical and administrative matters to be addressed? (10 marks)

Additional Documentation:
+ Add files

Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement and the development of established and/or new audiences. Engagement refers to the role, the nature of involvement in the activities and the experience offered to the audience. This criterion emphasis the level of engagement based on the proposal in line with the following questions:

- Who are your target audiences and how will these audiences be reached? (10 marks)
- Can you provide an outline of the marketing, PR and communications plan as deemed relevant to the proposal? Why did you opt for your chosen methods? (Note: communications plan also include internal dissemination which may not be at a public level) (10 marks)

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Additional Documentation:
+ Add files

Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is. It also considers efforts to secure funds from other sources. The following questions will need to be addressed:

- What are the budgeted costs that are both directly and indirectly linked to the delivery of the proposed programme of activities? (e.g. fixed costs that are ongoing such as maintenance as well as artistic fees for specific productions) (10 marks)
- What is the budgeted income for the proposed programme/s of activities? (10 marks)

Additional Documentation:
+ Add files

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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 Breakdown Budget for Year 1 of 5

Expenditure	Artistic Fees Contingency (10% of total budget cost) Add other expenditure
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Income	Total amount requested in kind Add Other sources of income
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Attach Quotes if available
