



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2022	Application Reference Number: PRD ____ / 22 / ____

PROJECT RESEARCH AND DEVELOPMENT SCHEME

APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 8,000. Applicants may request up to 80% of the project expenditure)

Reference Number

Project Title

TEMPLATE

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

1.4 Project Description

Insert Project Description

TEMPLATE

1.5 Project Description Summary

Provide a summary of the project description in not more than 150 words. Should the proposal be awarded funding, this description will be featured on artscouncil.mt.

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 Additional Documentation

Add files

2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including travelling and training activities.

Start Date ___/___/___ (Eligible timeframe 22/05/2022 – 22/11/2023)
End Date ___/___/___

Step 1: _____ From: ___/___/___ to ___/___/___ Description: TEMPLATE
Step 2: _____ From: ___/___/___ to ___/___/___ Description: (Add steps as required)

Additional Documentation: + Add files
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4. Criteria

Criterion 1: Concept (40 marks)

In terms of this scheme, this criterion considers the concept idea(s) of the proposal, the collaborators involved, the relevance of the concept as well as the contribution towards the beneficiary, collaborators and participants.

- a. Explain the main research question being explored and its goals. What value will the research add to your current creative practice or to the community being actively engaged with or addressed through the project? Please provide your vision, aims of the research project, anticipated outcomes and the groundwork that led to the proposal of the concept. (10 marks)
- b. How is the proposed research project innovative? And how would the grant help you to experiment and push boundaries in terms of the work being proposed and the collaborations involved? (10 marks)
- c. How is this project relevant and challenging to your artistic development, and that of your collaborators? Please provide your track record, and / or portfolio (if relevant) as well as that of your collaborators together with details about how this project will help in your artistic development as well as that of the collaborators involved. (10 marks)
- d. How does your project relate to Arts Council Malta's long-term vision and mission?(10 marks)

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Additional Documentation:

- + Audiovisuals / portfolio showing the applicant's work, if applicable (files larger than 5MB may be provided as a link to a cloud folder)
- + Acceptance letter by institution, platform or venue, if applicable
- + Add files

Criterion 2: Project Management (20 marks)

In terms of this scheme, this criterion considers the level of commitment and preparation prior to the proposal as well as the proposed plan to deliver and achieve aims and targets.

- a. 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 time frames, work plan with collaborators involved, and a step-by-step plan on how the research project will be developed. (10 marks)
- b. How likely will this research project achieve its ambition and meet its targets? (10 marks)

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+ Add Letters of intent from collaborators

Additional Documentation:

+ Add files

Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement and the development of established and new audiences, as well as dissemination plans for research projects. Engagement refers to the role, the nature of involvement and the experience offered to the audience. Whilst dissemination refers to the methods adopted by the applicant to spread the results of the project.

- a. How do you intend to document the project process and disseminate information or findings from the project? How sustainable and open are the dissemination channels used? What will the project's longer-term legacy be? (5 marks)
- b. What audiences or communities will this project target, and why have these particular communities been selected? How does the project intend to reach these specific audiences/communities? How does the project reflect upon issues of diversity and inclusion? Does the project adopt a participatory approach in its engagement strategy? (10 marks)
- c. Does the project take ethical issues into consideration? What efforts are made to ensure that participants are safe. (5 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.

- a. Is the application and budget presented well researched and planned? (10 marks)
- b. Are the objectives of the project clearly reflected throughout the application and financial plan? (10 marks)

TEMPLATE

Additional Documentation:

Good Standard certificate of Registration, in case of a registered company
+ Add files

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	Expenditure	Artistic fees Project management fees Add other expenditure
	Income	Total amount requested from fund Add other sources of income

Attach Quotes if available

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