

CULTURAL EXPORT FUND

Strand 2: Presentation & Touring

Guidelines and Regulations





Deadlines in 2020	Result Notification	Project implementation	Project duration
20 th February 2020 at 12:00hrs noon	6 th April 2020	7 th April 2020 7 th October 2021	No restrictions as long as the mobility project takes place within the project implementation period
26 th August 2020 at 12:00hrs noon	12 th October 2020	13 th October 2020 13 th April 2021	No restrictions as long as the mobility project takes place within the project implementation period

Maximum grant	Session budget
€8,000	€24,000

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.

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.

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.

Late applications will not be accepted.

Definitions

Applicant

Applicant is the individual applying for the grant or the legal representative of the organisation applying for the grant.

Application

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

Beneficiary

The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Cultural Export Fund.

Eligibility

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

Evaluator

Arts Council Malta shall appoint an evaluation team for each call.

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 Maltese residence permit or of a Maltese citizenship certificate or of a Maltese passport.

Individual

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

International One-off Presentation

The presentation of artistic content in the performing arts, design, visual arts, literature and audiovisuals to an audience outside the Maltese Islands.

Tour

A series of presentations of artistic content in the performing arts, design, visual arts, literature and audiovisuals to audiences outside the Maltese Islands.

1. What is Presentation & Touring?

Presentation & Touring forms part of Arts Council Malta's internationalisation strategy for the culture and creative sectors. The fund supports the export of artistic work and/or international tours of Maltese or Malta-based artists working in the sector.

The fund supports one-off presentations/exhibitions or tours.

2. What are the objectives of the fund?

By developing the Presentation & Touring, Arts Council Malta aims:

- ▶ To share creative excellence with international audiences
- ▶ To foster transnational cultural cooperation with international programmers and presenters
- ▶ To increase the potential of sustainable activity in the cultural and creative sectors through export
- ▶ To support a geographic spread of artistic and/or cultural work from Malta
- ▶ To sustain and develop professional work

Priority will be given to:

- ▶ Presentation & touring at significant festivals and venues
- ▶ Work developed in collaboration or in co-production with national or international partners
- ▶ Work that forms part of the applicant's long-term plan for international engagement

3. What will the Presentation & Touring Fund support?

The fund will support 80% of the costs to implement the mobility project. Costs may include any of the following:

- ▶ Travel (Economy class)
- ▶ Standard accommodation

- ▶ Production fees (rental of venue/sand/or equipment)
- ▶ Insurance and Visa
- ▶ Freight

An additional EUR 2,000 may be allocated for travel support and assistance to disabled artists.

Each application will be assessed individually on the basis of the criteria of the Fund.

The budget must also include amounts relating to secured, unsecured and other planned revenues derived through cultural mobility. The unsecured amount requested from the fund must be quantified and allocated as the 'Amount Requested' from the fund. You may request up to 80% of the costs related to your mobility project.

NB Every budget **must include both income and expenditure.**

Kindly refer to the budget template in the application form.

Official documentation in support of the budget

In order to support your proposal, provide copies of any relevant quotations that can give an indication of estimated costs. Whenever quotations cannot be supplied, you can provide a breakdown of estimated costs based on standard expenditure for mobility projects.

Other sources of funding, and sponsorships (including sponsorships in kind) must be supported by relevant documentation.

4. Your checklist – Mandatory documentation

The documents stipulated in items 1 to 4 are **mandatory** and required for the **pre-evaluation screening**. Omission to present any of these documents will render the application **ineligible**.

1. A complete application form.
2. A copy of the applicant's Maltese ID card or your Maltese residence permit or your Maltese citizenship certificate or your Maltese passport.
3. Commitment letter and/or invitation by the presenter or promoter in the host country.
4. CV/profile of the applicant and artists involved in the project.

Kindly note that it is your responsibility to submit all the necessary documentation, as outlined above, before the indicated deadline. **Arts Council Malta representatives will not be checking your**

application forms prior to applications.

A decision on funding will be made on the strength of the submitted information.

Applications handed in after 12.00hrs (noon) of the respective deadline will not be accepted.

5. Eligibility

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

Eligible

► **Mobility**

- One-off presentations
- Tours

The work proposed needs to be complete and ideally would have already been presented at least once.

Timeframe

Artistic mobility taking place in the timeframe indicated.

Costs

Eligible costs:

- Travel (Economy class)
- Standard accommodation
- Production fees (rental of venue/s and/or equipment)
- Insurance and Visa
- Freight

An additional EUR 2,000 may be allocated for travel support and assistance to artists with a disability.

Ineligible

- ▶ Mobility of children and youths under the age of 18¹
- ▶ Mobility which is not directly related to the arts
- ▶ Mobility of a self-sustainable nature
- ▶ Incoming mobility
- ▶ Mobility costs for chaperones²
- ▶ Mobility around the Maltese archipelago
- ▶ Mobility expenses already covered by public cultural organisations or by another public funding programme managed or co-managed by Arts Council Malta or another public agency, or a government department or a Ministry
- ▶ Costs already covered by the host
- ▶ Artistic fees
- ▶ Projects which do not have a confirmed host
- ▶ Presentations/tours which would have already taken place before the result is notified to applicants
- ▶ Mobility which has already started
- ▶ Retrospective costs, excluding travel tickets and those costs incurred to confirm participation in a mobility-related activity before the date of communication of results
- ▶ Incomplete applications as explained above

NB: Pre-payments made by applicants do not influence the evaluation process.

Each eligible application is then evaluated against the criteria established in these Guidelines and Regulations.

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

¹ Children and youths under the age of 18 may apply for Arts Council Malta's Young Talent Fund

² In case of mobility of disabled artists, evaluators might consider expenses or chaperones on a case by case basis.

6. What are the criteria of the fund?

Each eligible application is assessed against the following evaluation criteria:

- ▶ The **artistic merit** of the project
- ▶ **International engagement and collaboration**
- ▶ The professional and financial **management** of the mobility project

The following are the questions directly related to these criteria which will be used by the evaluators to arrive at their final assessment.

Criterion 1: Artistic merit

1. The artistic merit of the proposal (the body of work proposed needs to be complete and ideally already premiered/presented at least once) (10 points)
2. The artistic track record of the applicant and the collaborators involved in the project (as presented in the CVs and other supporting submitted material) (10 points)

Total: 20 points

Criterion 2: International engagement and collaboration

1. The profile of the event or venue hosting the project and your relationship with the host organisation (20 points)
2. The level of artistic collaboration and/or partnership with national and/or international partners (10 points)
3. How this project forms part of the long-term international programme of the applicant (20 points)

Total: 50 points

Criterion 3: Management

The management criteria will focus on the ability of the applicant to deliver the proposed project. The evaluation will focus on:

1. The track record of competence previously shown by the applicant and those involved in managing, administering and delivering the project (5 points)
2. The extent of involvement or commitment of identified project partners and the host (10 points)

3. Evidence of the applicant's ability to manage the activity (including financial management) responsibly and successfully (10 points)

4. The extent of other sources of income and/or support in kind (5 points)

Total: 30 points

7. The Evaluation Process

This fund is competitive and will be evaluated according to the 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 mark of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the competition level and on the availability of the funds. Thus obtaining 60 marks or more does not automatically mean that you will be receiving 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.

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.

The Evaluation Board might require clarifications from your end during the evaluation sessions; however, this does not mean that your project will necessarily be funded. All correspondence will be sent by the Arts Council's Fund Administrator.

8. What happens after you submit your application form?

Proposals will first be screened in terms of eligibility. Proposals which are not eligible in terms of the procedures stipulated by these guidelines will not be processed further and will not undergo evaluation.

After you submit your application form at Arts Council Malta, an independent evaluation board will evaluate your project. On the day indicated above, 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.

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

9. Communication of results

The results of each respective call (successful, unsuccessful or ineligible) will be issued on the dates indicated in the submission timeframes. 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.

10. Complaints procedure

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

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.

Filing a complaint

Stage 1

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 Funding & Strategy and Brokerage of 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.

Stage 2

If the issue has not been resolved through Stage 1, 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. The Ombudsman cannot reverse funding decisions or make changes to Art Council Malta's legal responsibilities and policies on awarding grants.

11. 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 fund will be processed after the signing of the contract. The other 30% will be given following approval of the report 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 fund – 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.

Arts Council Malta reserves the right to send representatives for monitoring purposes during the implementation of the project and afterwards.

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.

12. Report

At the end of your project, you will be required to submit a detailed report (including copies of boarding passes and invoices, and any photographic and audiovisual material) highlighting the work carried out and the achievements of the project, by not later than six (6) weeks after your project is concluded. Together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project, including visual documentation.

You also have to present a final budget together with all supporting documents. Arts Council Malta retains the right to make use of submitted project material.

The information provided will be evaluated by Arts Council Malta officials and, if this information is satisfactory, then you will be allocated the final 30% of the amount allocated by the fund.

Arts Council Malta reserves the right to revise the final payment if the total expenditure is less than estimated or if the project was not delivered as indicated in the application form.

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

Contact us

For more info you may contact us on 2334 7230 or fundinfo@artscouncilmalta.org.

Guidelines updated on the 19th November 2019