



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

PROGRAMME SUPPORT 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 55,000. 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

Please provide overview of proposed programme of activities

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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 arts council.mt.

1.6 Upload proposed programme of activities –
Upload file

1.7 Did you ever benefit from public funds?

Yes

No

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1.8 If yes, kindly specify the name/s and dates of the funds awarded in the past three years.

1.9 A sample of previous artistic programmes and related documentation, if applicable or a justification if not applicable (mandatory field)
+ Add file

1.10 Additional Documentation

+ Add files

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 18/05/2022 – 18/11/2023)*
End Date ___/___/___

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

* Please check the guidelines and regulations for the eligible timeframe of call 2 and call 3.

Additional Documentation: + Add files
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3. Profiles

CV Insert CV of applicant

Profile 1 Name
 Role
 Bio Note
 CV

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Insert CV of Profile 1

Add Profiles as required

Additional Documentation:
+ Good Standing certificate of Registration (if applicable)
+ Add files

4. Criteria

Criterion 1: Concept (40 marks)

This criterion considers the artistic ideas(s) of the proposed programme of activities as well as its strategic vision, aims and objectives in relation to the applicant. This may also include the collaborations being proposed, the nature of projects and/or productions and/or events etc. whether they are regular or new, relevant background information on the applicant/s and feasibility and envisaged impacts of the programme/s. The application will also need to refer to any plans for professional development and capacity building that form part of the proposal. Thus the following questions are to be addressed:

- a. What is the artistic rationale and specific objectives that inform your proposed programme of activities? How is the proposal relevant to Art Council Malta's overall strategic goals ? (15 marks)
- b. What are the anticipated and desired outcomes of your proposal? How will you determine whether these outcomes are likely to be achieved or not? (15 marks)
- c. How do you think this proposal is relevant and challenging to your artistic development and to that of your collaborators and/or the community being actively engaged with or addressed through the programme? (5 marks)
- d. How does your past work relate to the artistic concept of this programme? The applicant's track record and that of the collaborators is required. (5 marks)

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Additional Documentation:
+ Add files

Criterion 2: Project Management (20 marks)

This criterion considers the level of commitment and preparation prior to the funding application as well as the proposed plan to deliver your project 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. This is also applicable to applications that focus on activities that are primarily aimed towards the development and capacity building of the applicant/s. The following questions need to be addressed.:

- a. How are you planning to deliver the proposed programme of activities? (e.g. timeframes, workplans, responsibilities, skills and track record of people managing projects, logistics plan) (10 marks)
- b. 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? What are the logistical measures in view of the COVID-19 public health authorities mitigation measures? (e.g. contingency plans, risk assessments, health and safety measures, possible adjustments that may take place) (5 marks)
- c. Are there any necessary permits, copyright issues and other legal, ethical and administrative matters to be addressed? (5 marks)

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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 programme of activities and the experience offered to the audience. Audiences may include internal and/or external stakeholder groups depending in the nature of the proposed programme of activities. For example, if the primary aim of the programme is towards capacity building, the audiences may include collaborators and any other participants who are involved in the process. If the programme includes a series of public events or productions, the audiences may include members from the general public. This criterion emphasis the level of engagement based on what is being proposed by the applicant/s in line with the following questions:

- a. Who are your target audiences (whether that is internal and/or external) and why? What approaches will be adopted to reach these audiences? Refer to the wider communities that are to be addressed through the proposed programme. (10 marks)
- b. Can you provide an outline of the marketing, PR and communications plan as deemed relevant to the proposed programme of activities? 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: Is the application and budget presented well researched and planned?

- a. 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)
- b. What is the budgeted income for the proposed programme of activities? If no income is envisaged, what is the justification? (10 marks)

Mandatory Document
+ Budgetary estimates from before 1st March 2020, for activities similar to the programme being applied for. If this is not applicable provide a justification why

Additional Documentation:
+ Add files

