



<b>FOR OFFICE USE ONLY</b>	
<b>Application received on:</b> ____ / ____ / 2021	<b>Application Reference Number:</b> PSS ____ / 21 / ____

# 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 60,000. Applicants may request up to 80% of the project expenditure)

Reference Number

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### 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 overview of proposed programme of activities

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1.6 Upload proposed programme of activities –  
Upload file

1.7 Did you ever benefit from public funds?

Yes

No

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

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 01/01/2022 – 01/07/2023)  
End Date     \_\_\_/\_\_\_/\_\_\_

Step 1: _____ From: ___/___/___ to ___/___/___ Description:
Step 2: _____ From: ___/___/___ to ___/___/___ Description:

(Add steps as required)

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Additional Documentation: + Add files
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### 3. Profiles

CV            Insert CV of applicant

Profile 1	Name	_____
	Role	_____
	Bio Note	_____
	CV	Insert CV of Profile 1

Add Profiles as required

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Additional Documentation:  
+ 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: How relevant are the proposed learning outcomes to your professional development?

- a. What is the artistic rationale and specific objectives that inform your proposed programme of activities? How is the proposal relevant to ACM's overall strategic goals ? (10 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? (10 marks)
- c. How do you think this proposal is relevant and challenging to your artistic development and that of your main collaborators? The applicant's track record and that of the collaborators is required. (10 marks)
- d. Will the proposal take into considerations the new realities created by COVID-19 in terms of artistic practice and logistics? How and why? (10 marks)

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Additional Documentation:  
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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? (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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+ 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 how will these audiences be reached? (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)

Additional Documentation:  
+ 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  
   Contingency (10% of total budget cost)  
   Add other expenditure

Income                    Total amount requested from fund  
   Add Other sources of income

Attach Quotes if available

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