

Project Research and Development Scheme

Guidelines and Regulations 2022



ISSUED: JANUARY 2022

ALLOCATIONS

SESSION BUDGET	MAXIMUM ELIGIBLE AMOUNT PER PROJECT
EUR 50,000	EUR 8,000

CO-FUNDING	DISBURSEMENT
The fund may cover up to 80% of total project costs	70% upon signing of grant agreement 30% following approval of final report

TIMEFRAMES

DEADLINE	RESULTS	ELIGIBLE TIMEFRAME
28th February 2022	22nd April 2022	22nd May 2022 – 22nd November 2023
27th June 2022	18th August 2022	19th September 2022 – 19th March 2024

1. Introduction

The *Project Research and Development Scheme* is one of Arts Council Malta's tools to enable individuals, groups and organisations to plan, develop, be represented in, and deliver on Council's strategic goals and ongoing strategy – primarily addressing creative professionals and communities by:

- Nurturing creative potential and supporting its development, by encouraging co-creation, collaboration and experimentation.
- Investing in artistic excellence, by encouraging levels of creative risk, experimentation, and active engagement of communities – supporting quality projects, as well as identifying talent and encouraging its development.
- Documenting and carrying out research into Malta's past and present artistic and cultural communities, as well as Malta's artistic legacy.

The scheme forms part of Arts Council Malta's funding schemes which aim to invest in exploratory projects that allow creative professionals and communities to experiment, test their work, engage, be duly represented, collaborate, and develop their ideas further. Applications submitted may form part of the initial phase of a wider project/body of work or can be self-contained.

This scheme will comprise of two main areas of focus. Applicants may choose to focus on one or more of these areas within their projects:

1. Artistic practice
 - Research into artistic concepts, techniques, and subjects
 - Exploratory research adopting innovative or untested approaches in the conception, creation and development of artistic work
 - Research into Malta's artistic communities, with a view to document Malta's artistic legacy in an open and sustainable manner.
2. Community and audience engagement
 - Exploring participatory approaches to audience engagement in order to deepen engagement with existing or new audiences
 - Experimenting with innovative methods of experiential engagement with audiences
 - Research into ways to improve access to the arts and promote inclusive participation and greater diversity within the arts.

2. Definitions

Activities falling within the cultural and creative sector:

1. Arts (literature, visual arts, music, performing arts, interdisciplinary)
2. Creative Business Services (design, architecture, cultural tourism and cultural services)
3. Heritage (crafts, traditional festivals and celebrations, cultural sites, antiques)
4. Media (publishing and printed material, audiovisuals, including film and video production, film servicing, television, video games, radio, online media).



Applicant

- An applicant may be an individual, a group or an organisation. Applicants cannot be employees of Arts Council Malta or involved in the management of the *Project Research and Development Scheme*.

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 legally responsible for the implementation of the proposal supported by the Scheme.

Community

- A group of people who share values, customs, identities or practices.

Cooperatives

- Cooperatives must be registered with the Cooperatives Board. For more information visit <https://maltacooperativefederation.coop/coops/bord-tal-koperattivi>.

Creative professionals

- All artistic and creative individuals professionally active in the cultural and creative sectors.

Diversity

- Individual differences in terms of age, gender, sexual orientation, ability, ethnicity, culture, belief, language and socioeconomic background in communities, creatives and audiences.

Eligibility

- Applications will first be screened in terms of technical and artistic eligibility by the Fund administrators and managers. Proposals which are not considered eligible in terms of the set criteria shall not be processed further and shall not undergo evaluation.

Evaluation

- Applications deemed compliant and eligible are evaluated against the criteria established in these guidelines by the appointed evaluators.

Evaluation Board

- Arts Council Malta appoints an Evaluation Board for each call under the Scheme. The appointed board may be composed of local or foreign professionals in the sector of culture and the arts.

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

Management and administration

- Arts Council Malta is responsible for the management of this scheme. All official correspondence, including the online submission of applications or updates to awarded proposals, must be sent to the address indicated in these guidelines.

Mandatory documentation

- Any document(s) needed to support your proposal and aiding the evaluation of your project (eg. track records, portfolios, artistic CVs, official correspondence confirming rental of space, permits or other).

Maximum Funding:

- There is a ceiling amount of €8,000 per project to be allocated. Amounts awarded will be decided on a case-by-case basis, depending on the project.

Practice-based artistic research

- Practical creative research led by a creative professional which aims at developing creative concepts.

Public Cultural Organisations

- Public cultural entities falling under the remit of Arts Council Malta which include Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, Valletta Cultural Agency, Malta International Contemporary Arts Space, Festivals Malta, Teatru Malta, Kor Malta and ŻfinMalta.

Registered entities

- An entity legally established and registered in Malta. Registered entities must be registered with Malta Business Registry, in accordance with the Companies Act requirements in the case of a company or a partnership, and in accordance with the Civil Code in the case of a foundation and an organisation/association.

Single undertaking

- This includes all enterprises having at least one of the following relationships with each other:
 - a. One enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
 - b. One enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
 - c. One enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
 - d. One enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) above through one or more other enterprises shall be considered to be a single undertaking.

Undertaking

- An undertaking is defined as an entity engaged in an economic activity within the meaning of Article 107 TFEU (i.e. any activity consisting in offering goods and services on a market), regardless of its legal status and the way in which it is financed. The classification of a particular entity as an undertaking depends entirely on the nature of its activities. The application of the

State Aid rules does not depend on whether the entity is set up to generate profits. Non-profit entities can also offer goods and services on a market. Where this is not the case, non-profit entities remain outside the scope of State Aid. Furthermore, the classification of an entity as an undertaking is always relative to a specific activity. An entity that carries out both economic and non-economic activities is to be regarded as an undertaking only with regard to the former.

Voluntary organisation

- An organisation which is legally established and/or publicly registered in Malta, having a statute. Voluntary organisations must be enrolled with the Commissioner for Voluntary Organisations in accordance with the Voluntary Organisations Act requirements (<http://www.maltacvs.org>). The applicant must be a legally authorised representative of the organisation.

3. Eligibility

Projects will first be screened in terms of technical and artistic eligibility. Ineligible proposals in terms of the points below shall not be processed further and shall not undergo evaluation.

Maximum eligible timeframe to implement the project: 18 months.

3.1 Who can apply?

This scheme supports project proposals involving research and implementation phases. The scheme may focus on creative and/or practice-based artistic research, led by one or more creative professionals, leading to the development of a creative concept, as well as the development and production of an artistic project which has innovation, quality and artistic development as primary aims. This scheme also encourages community-based research projects.

The grant is open to undertakings (for which assistance will be granted in line with the *de minimis* Regulation), as well as those applicants who do not carry out an economic activity within the meaning of Article 107 TFEU. (Kindly refer to Section 9 of these guidelines for additional information.) Furthermore, applicants must qualify as one of the following:

- Creative professionals/individual artists
- Entities registered with the Malta Business Registry (including companies, partnerships, foundations and organisations/associations)
- Groups, collectives and consortia
- Registered cooperatives
- Voluntary organisations enrolled with the Commissioner for Voluntary Organisations.

3.2 Who cannot apply?

The following are not eligible to apply for the *Project Research and Development Scheme*:

- Applicants whose profile is not verified due to it being an incomplete profile for not having the below mandatory documents:
 - a copy of your Maltese ID card (including the front and back side) or your Maltese residence permit or your Maltese citizenship certificate or your Maltese passport
 - a signed statute in the case of a voluntary organisation.
- Beneficiaries who have not honoured previous funding commitments.
- In the case of registered entities, entities who have not presented the required annual documentation to the Malta Business Registry.
- In the case of voluntary organisations, voluntary organisations which are:
 - not enrolled with the Commissioner for Voluntary Organisations
 - who have not presented their updated accounts to the Commissioner for Voluntary Organisations;
 - which do not have a registered address in the Maltese Islands.
- Organisations/activities receiving local public funds through established Government line-votes.

3.3 What costs can be covered?

This grant may cover up to 80% of the following costs (up to a maximum of €8,000 per project, whichever is the lowest). The remaining 20% of the total project cost cannot be covered through other funding programmes managed by Arts Council Malta or any other Maltese State-funded programme dedicated to arts and culture.

- Artistic fees
- Contingency, not exceeding 10% of project total
- Digitalisation
- Documentation
- Indirect costs, not exceeding 5% of the total cost (examples – servicing: electricity, water, cleaning; telephone/fax/internet connections; postage and mailing; paper, ink/cartridge, stationery, etc.)
- Health and safety measures
- Hire/purchase of equipment (purchase of equipment will only be considered if deemed necessary to the project)
- Insurance
- Marketing/PR ad communications, not exceeding 10% of project total
- Other fees directly related to project implementation (including but not limited to service providers, mentors, legal, participation or enrolment, linguistic fees, surtitling etc.)
- Printed material
- Production
- Project management fees (including but not limited to administration, coordination, development)
- Rental of spaces
- Standard accommodation (excluding long-term rental, or part of)

- Subscriptions to virtual platforms or other digital services, where relevant
- Travel (economy class) including but not limited to public transport, air travel, car/vehicle rental
- Travel VISA

For more information about presenting your budget, refer to our General Budget Guidelines available on <https://www.artscouncilmalta.org/pages/funds-opportunities/funding-schemes-2022/general-budget-guidelines>.

3.4 What costs cannot be covered?

- Budgets exceeding 80% of the project expenditure
- Costs already covered by Public Cultural Organisations, or another public funding programme/scheme managed or co-managed by Arts Council Malta or other public agency, Government department or Ministry
- Costs which are already covered through usual operational budgets (space which is owned by the applicant or the partner/supporting organisation/individual).
- Fees for services provided by Public Cultural Organisations or other public agency, Government department or Ministry
- Funding for the creation or upholding of bursaries, prizes or scholarships
- Recoverable VAT, where applicable
- Reimbursement of salaries or part of
- Retroactive costs
- Subsistence, catering and hospitality.

3.5 What applications are not eligible?

The following activities are **not** eligible under this Fund:

- Activities of an intrinsically self-sustainable nature
- Activities which are not related to culture, the arts and the creative industries
- Activities whose objective is fundraising or political propaganda
- Applications submitted after noon (12:00) of the respective day of deadline
- Applications submitted by public entities with or without a line vote
- Costs for traditional activities and festivities
- Events held on a regular basis, including annual projects, annual festivals, school/annual shows, regular training programmes
- Incomplete applications. Refer to application check list in Section 5.1
- Individual modules credited as part of an educational course or research as part of established academic programmes
- Initiatives eligible under Screen Malta, TV Production and Content Fund, Annual Cultural Activities Scheme, VOPS, Għaqda Każini tal-Banda, National Book Council, Valletta Cultural Agency, Malta Arts Scholarships or any other State-funded programme dedicated to Maltese arts/culture
- Projects that would have already taken place before the result is notified to applicant(s)
- Projects whose duration does not fall within the eligible timeframe.

Any other activity which may be developed outside the scope of the *Project Research and Development Scheme* is not eligible for support.

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

4. Evaluation

The Evaluation Board will base its decision upon the following criteria:

4.1 Criterion 1: Concept (40 marks)

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:

- 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)
- 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)
- How is this research project relevant and challenging to your artistic development, and to 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)
- How does your research project relate to Arts Council Malta's long-term vision and mission? (10 marks)

4.2 Criterion 2: Project management (20 marks)

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:

- 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)
- How likely will this research project achieve its ambition and meet its targets? (10 marks)

4.3 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.

- 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?
- 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?
- Does the project take ethical issues into consideration? What efforts are made to ensure that participants are safe from harm?

4.4 Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented budget plan is.

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

5. Submitting the application

Follow these steps to apply:

1. Read these guidelines and regulations very carefully.
2. Check whether your proposed idea can be addressed by this scheme.
3. Press the link that will take you to the online application system.
4. Create your profile with Arts Council Malta by clicking on Register and filling in the details.
5. From the open calls section, select the online application for the scheme you intend to apply.
6. Follow the instructions step by step. Fill in all the required information from the online application, including the budget, and attach the supporting documentation.
7. 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@artscouncil.mt.

In case of difficulty, or if you would like to consult us regarding this fund, you can call us on 2334 7230 Monday to Friday between 09:00 and 16:00 or email us on fundinfo@artscouncil.mt.

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 and documentation, your application will not be processed and evaluated.

Prior to the application deadline, Arts Council Malta representatives will not be checking your application forms. It is solely at the Council discretion to request that applicants provide any missing mandatory documentation following the call deadline.

Upon the submission of the application, applicants accept that should the application be awarded funding, the name, the project title, short project description and the amount awarded can be published by the Council.

A decision on funding will be made on the strength of the information submitted, including documentation in support of the proposal.

Applications submitted after 12.00 (noon) of the respective deadline cannot be accepted.

5.1 Checklist

In order to be complete, applications must be accompanied by:

- A copy of the VAT certificate of registration (as applicable)
- A most recent Good Standing Certificate (as applicable). This document is renewed annually by the Malta Business Registry and is proof of compliance
- Acceptance letters by the relevant institutions, platforms or venues (as applicable)
- Audiovisuals/portfolio showing the applicant's work, as relevant to the proposal
Audiovisuals up to 5MB may be uploaded directly in the application form. Larger files may be provided as a link (as applicable)
- Biography/(artist) CV (of the applicant, and of the members of the project team) to be included in the Applicant Profile section of the application
- Letters of intent from collaborators
- Proof of the organisation's/company's legal registration (as applicable).

6. Evaluation process

This scheme is competitive and will be evaluated by a panel of three relevant experts, according to established criteria.

As specified above, each criterion is allocated specific marks. In order to be considered for funding, projects have to obtain an average of 60 marks or more.

Nevertheless, the evaluation session and funding decisions depend on the quality of the submitted proposals as well as the availability of the funds. Therefore, obtaining 60 marks or more does not automatically mean that your project proposal has been successful. 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.

Eligible applications will be assessed by an evaluation team selected by the Arts Council Malta on the basis of their professional experience. The Council will select evaluators based on their independent

and professional experience. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded.

6.1 Shortlisting

The Evaluation Board will meet during an initial evaluation session in which all eligible applications will be discussed. All applications will be given a score, and those scoring 60 marks and higher will be shortlisted. The shortlisted applications will be invited to attend a pitching session.

The pitching session is not compulsory, and it is up to the applicant to accept to attend the pitching session, or not. Shortlisted applicants who opt out of attending a pitching session will not be penalised. It is solely at the evaluators' discretion to invite any applicant scoring less than 60 marks, to attend a pitching session.

All applications, including those that are not shortlisted, will receive the official result notification together with a copy of the feedback form on the result date as indicated on page 2 of this document.

6.2 Pitching

The aim of the pitching session is to provide an opportunity for applicants to make a case for their projects to the evaluators. The project applications would already have been reviewed by the evaluators and the fund managers before the pitching session.

During the session, the applicant has the opportunity of presenting comments, latest insights and possible additions to the already submitted project description.

The pitch can be presented in a variety of formats, including but not limited to visual aids, PowerPoint presentations, audio, etc., but should not be longer than five (5) minutes. During the pitch, applicants are expected to explain the project's artistic vision and communicate how the project will be implemented. This five-minute pitch will be followed by a Q&A session with the panel of evaluators.

6.3 Communication of results

On the day indicated on page 2, you will receive your result notification from Arts Council Malta. Together with the covering letter, we will also attach a copy of the feedback form, indicating the reasons and marks leading to the Evaluation Board's decision, according to 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 and summaries 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.

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

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 administrators, managers 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.

7. Project implementation and monitoring

Beneficiaries must provide full documentation to support the application and budget plan within 30 days from receipt of the notification letter. Arts Council Malta will accept a variation of up to 5% from the proposed total cost. The contingency indicated in the budget plan will support any variations from the proposed total cost. **Under no circumstances will the Council be in a position to increase the grant awarded.**

Upon provision and approval of the above mandatory documentation, a contract specifying the conditions of the fund will be signed. The grant may only be awarded upon completion of the above process within the established timeframe.

70% of the total amount allocated by the Evaluation Board will be processed after the signing of the contract. The remaining 30% will be disbursed after the submission of the final report by the beneficiary, following approval by Arts Council Malta.

The beneficiaries must use the Council's official logo on all related material and specify that the project was supported by the grant as follows: **Supported by Arts Council Malta**, 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 the Council immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received. The Council 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.

Beneficiaries must make themselves available for visits and communication with the Council's representatives for monitoring purposes both during the implementation of the project as well as after its completion.

The Council also reserves the right to revise the final payment if the total expenditure is less than that estimated in the application form.

7.1 Report

At the end of your project, you will be required to submit a detailed report highlighting the work carried out and the project achievements, by not later than six (6) weeks after your project has concluded. Arts Council Malta will provide a template for your report. If relevant, together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project. Beneficiaries will also be requested to submit evidence of the research process, which includes visual documentation (a minimum of 5, high res images should be submitted), blogs and other documentation.

You will also be required to present a final updated budget together with all supporting documents.

The Council retains the right to make use of submitted project material.

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

8. Complaints procedure

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

8.1 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.

8.2 Filing a complaint

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 of Funding and Strategy, Arts Council Malta, via e-mail on fundinfo@artscouncil.mt 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, the Council 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.

9. Applicability of State Aid rules

9.1 State Aid rules applicable for undertakings that carry out an economic activity within the meaning of Article 107 TFEU

The State Aid scheme will be implemented in line with the provisions of Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid, OJ L 352/1 of 24 December 2013, as amended by Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, OJ L 215/3 of 7 July 2020.

This Regulation applies to aid granted to undertakings in all sectors, with the exception of:

- a) aid granted to undertakings active in the fishery and aquaculture sector, as covered by Council Regulation (EC) No 104/2000;
- b) aid granted to undertakings active in the primary production of agricultural products;
- c) aid granted to undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
 - i. where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;
 - ii. where the aid is conditional on being partly or entirely passed on to primary producers;
- d) aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;
- e) aid contingent upon the use of domestic over imported goods.

The total amount of *de minimis* aid granted to a single undertaking shall not exceed the amount of €200,000 over any period of three consecutive fiscal years.

This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State Aid granted under this aid scheme and any other State Aid measure granted under the *de minimis* Regulation, including that received from any entity other than Arts Council Malta. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The rules on cumulation of aid as outlined in Article 5 of the *de minimis* Regulation will be respected.

Applicants are to submit a *de minimis* declaration indicating any other *de minimis* aid received or applied for during the previous two fiscal years and the current fiscal year. This will ensure that the total amount of *de minimis* aid granted to a single undertaking under the *de minimis* rule will not exceed the applicable *de minimis* threshold over three fiscal years.

Should a successful applicant not be eligible to receive *de minimis* aid, the said applicant will be deemed ineligible and the next ranked applicant will be awarded.



In line with the *de minimis* State Aid Regulation, records regarding *de minimis* aid shall be maintained for 10 years from the date on which the last individual aid is granted under the Scheme.

9.2 Applicants and applications that do not carry out an economic activity within the meaning of Article 107 TFEU

Applicants and applications that do not carry out an economic activity within the meaning of Article 107 TFEU may also apply for the scheme. The rules outlined in Section 9.1 are not applicable in the case of such applicants and applications.

Need advice?

Arts Council Malta offers pre-submission consultation services to help secure support for your project. We are there every step of the way. We can help you determine whether the core concept and profile of your project are in line with the targeted support mechanism, and provide feedback on the way you plan to present your project. Plan ahead and get in touch with us at least four weeks before the submission deadline, to make the best of our services.

You are welcome to call us on 2334 7230 on weekdays between 09:00 and 16:00 or to send us an email on fundinfo@artscouncil.mt.

Guidelines updated on 10th January 2022