



**The President's Fund
for Creativity**

The President's Fund for Creativity Guidelines and Regulations

Issued: April 2023



ALLOCATIONS

SESSION BUDGET	MAXIMUM ELIGIBLE AMOUNT PER PROJECT
Strand 1 €90,000	€45,000 per project for the duration of three consecutive years <u>subject to availability of Government funds</u>
Strand 2 €60,000	€30,000 per project for the duration of three consecutive years <u>subject to availability of Government funds</u>

CO-FUNDING	DISBURSEMENT
80% of the total expenditure up to a maximum of €45,000 for Strand 1 and €30,000 for Strand 2 (whichever is the lowest) during a period of 3 consecutive years	A maximum of €15,000 for Strand 1 and €10,000 for Strand 2 per year. To be disbursed at a rate of 100% in years 1 and 2 and at a rate of 70% / 30% in year 3.

TIMEFRAMES

Submission Deadline	Notification	Eligible Time Frames
15th May 2023	30th June 2023	01st July 2023 – 30th June 2026

1. Introduction

The President's Fund for Creativity is one of a series of initiatives aimed at strengthening inclusivity, community development and well-being through cultural participation and creative expression. The programme forms part of a diverse portfolio of schemes and initiatives to maximise the potential of Malta's creative growth by encouraging engagement in the cultural sectors, facilitating cultural exchange, and championing cultural rights.

The potential of creative expression in fostering social and cultural change and regeneration has been shown and proven in a number of contexts, including those characterised by socially challenging environments, poverty, and exclusion. This understanding is the basis for The President's Fund for Creativity.

The programme provides recognition and support at the highest level of the State to exciting initiatives built on the values of equity, diversity, inclusiveness, and sustainability, in the sector of Culture and the Arts and in the Social Sector respectively – especially those working with disadvantaged groups, to engage the groups in creativity and arts-driven projects and increase their level of integration and engagement in society.

The President's Fund for Creativity is linked to the implementation of Arts Council Malta's ongoing strategy – with a particular focus on championing cultural rights and providing further opportunities for people to engage in creative expression.

The Programme is specifically linked to important priorities articulated in the Council's ongoing strategy, namely – to invest in:

- A wider spectrum of quality work that inspires community cultural exchange and engages with a broader range of people – both as participants and audience
- Artists and organisations that promote cultural diversity and address cultural inclusion and accessibility
- Championing cultural rights.

The Fund forms part of our funding programmes for community exchange, which aim at investing in:

- Increased cultural participation across Malta and Gozo
- Better understanding and engagement between artists and communities
- More diversity in cultural programming
- More importance devoted to a culture that is much more representative of Maltese society in general.
- Sustainable development

The President's Fund for Creativity aims at:

- Supporting organisations and institutions that target the social needs and well-being of the community, especially disadvantaged and hardly-reached groups – with a special emphasis on children, youth, senior citizens, hardly-reached groups, disabled people, people with different ethnic backgrounds – through cultural participation and creative expression
- Providing disadvantaged groups with accessibility to a wide range of quality art experiences and art-engagement activities, as well as acting as a platform for young promising talent and intergenerational as well as intercultural dialogue
- Incentivising the contribution of organisations active in the arts and culture sector towards community development and collaborative arts projects.

The Programme is divided into two strands:

Strand 1 | Organisational Development

Strand 1 is aimed at supporting capacity building and development, of organisations active in the field of Arts and Culture in line with the aims of The President's Fund for Creativity, as established earlier on in Section 1 of the Guidelines and Regulations.

Strand 2 | Projects / Programmes

Strand 2 is aimed at supporting projects or programmes that target the aims of The President's Fund for Creativity, as established earlier on in Section 1 of the Guidelines and Regulations. The application may seek support for a pilot initiative, or for the development of an initiative that the Organisation has already tried and tested.

The President's Fund for Creativity is coordinated by Arts Council Malta, under the patronage of H.E. The President of Malta

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)

Fund (the)

The President's Fund for Creativity



Applicant

An applicant is an organisation, entity or institution; whether public, non-governmental or private. Applications shall not be filed by individuals in their own name. Applicants must not be employees of Arts Council Malta or of the Office or the President or involved in the management of the Programme.

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 Programme. The beneficiary of the grant may not be changed throughout the duration of the funded project and until the final disbursement is issued. The disbursement of the grant may only be issued on behalf of the beneficiary. The beneficiary is responsible to ensure that any VAT invoices are issued on behalf of the beneficiary and include the beneficiary's VAT information.

Collaboration

In the context of community-engaged arts, collaboration refers to a community-engaged process relating to creative expression and experience, that involves both professional creative practitioners and social institutions, grassroots groups, or individuals. It is aimed at promoting, enabling, and supporting meaningful participation and creative expression, and fostering greater awareness and understanding of diverse narratives – acknowledging the opportunities and challenges presented by alternative viewpoints and voices. While there is no one model of community-engaged creative expression and experience, collaboration acknowledges the opportunities and challenges presented by alternative viewpoints and voices. It aims to enrich the experience of all participants by providing a platform for openness, radical inclusion, authenticity, and critical thinking, and it facilitates the sharing of ideas, knowledge, and practices. Collaboration helps realise the right to culture and unleash the powers of art and culture.

Cooperatives

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

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 assessed against the criteria established in these Regulations and Guidelines by the appointed evaluators.

Evaluators

Arts Council Malta, in collaboration with the Office of the President, appoints an evaluation team for each call under the Programme – selected from Arts Council Malta's pool of Evaluators. The Arts Council may appoint both local and foreign professionals in the sector of culture and the arts.



Higher Education Institutions

Education Institutions offering post-secondary and tertiary education. These include Giovanni Curmi Higher Secondary School, Sir Michelangelo Refalo Sixth Form, Junior College, MCAST, University of Malta.

Management and Administration

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

Mandatory Documentation

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

Programme (the)

The President's Fund for Creativity funding programme.

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.

Quality arts

Arts driven by excellence. In community arts, the primary emphasis lies on the quality of the participatory creative process, with due consideration to quality outcome – which fosters a passion for creative expression and cultural participation and contributes towards increasing well-being.

Voluntary Organisation

An organisation 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

3.1 Who can apply?

Applicants must be working in the field of social and community development, or active in any cultural and creative field to be eligible. The project must target the needs of disadvantaged groups by means of art and creative expression and cultural participation. Applicants must qualify as one of the following:

- Groups, Collectives and Consortia

- Registered Cooperatives
- Schools and higher education institutions or public institutions
- Voluntary Organisations enrolled with the Commissioner for Voluntary Organisations.

Individuals are not eligible.

Applicants must be Maltese citizens; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of a Maltese passport.

The Fund supports organisation development and collaboration between organisations active in the field of arts and culture and organisations active in the field of social and community development.

Under Strand 2, the organisation shall collaborate with another organisation or with an individual to develop a community arts project or programme and ensure that the professional delivery of the project is maintained both from the artistic quality perspective as well as in terms of the care and attention needed by the identified participants. The application shall clearly demonstrate the benefits of the project to the community.

3.2 Who cannot apply?

- Applicants whose profile is not verified due to it being incomplete for not having the below mandatory documents:
 - A copy of your Maltese ID card (including the front and back); or your Maltese residence permit; or your Maltese citizenship certificate; or your Maltese passport
 - A signed statute in the case of a Voluntary Organisation
- Applicants/Activities receiving local public funds through established government line-votes
- Applicants who do not qualify under the definition of applicant for this specific scheme
- Beneficiaries who have not honoured previous funding commitments
- Individual applicants
- 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.

3.3 What costs can be covered¹

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

¹ All costs will be considered only if these resources are not already covered/cannot be covered by the applicants or supporting/partner organisations.



3.3.1 Strand 1

The Fund may cover up to 80% of the following costs:

- Fees or salaries related to the engagement of team members
- Operational costs (rental of spaces, utilities)
- Fees related to training and development of active members in the organisations
- Marketing.

3.3.2 Strand 2

The Fund may cover up to 80% of eligible costs related to your project. The eligible expenses are those strictly related to the project and to its management and promotion, as long as these are included in the budget submitted by the applicant, clearly explained, identified, supported and verified by respective supporting documents and quotations.

These include direct costs related to the performance and implementation of the project and indirect costs which are part of the beneficiary's general administrative costs but which can be chargeable to the project.

Eligible costs include the following, as applicable:

- Artists' fees (the proposal needs to show clearly how the fees are calculated in terms of rates, number of hours etc.)
- Contingency, not exceeding 10% of the total cost
- Enrolment, participation, or subscriptions to virtual platforms or other digital services
- Health and safety measures
- Hire/purchase of equipment (purchase of equipment will be considered where necessary for the project)
- Indirect costs, not exceeding 5% of the total cost (Example – Servicing: electricity, water, cleaning; telephone / fax / internet connections; postage and mailing; paper, ink / cartridge, stationery, etc.)
- Insurance
- Legal
- Linguistic services: interpreting (including, but not limited to: sign language, speech-to-text conversion), translation (including, but not limited to: braille and surtitling), proofreading, editing
- Other fees directly related to project implementation (including, but not limited to service provision)
- Production costs
- Project management (including, but not limited to: administration, coordination, development)
- Rental of spaces
- Marketing, PR, communication (including production of feature clips, footage, dissemination, engagement with diverse communities)
- Standard accommodation

- Travel (economy class) including, but not limited to: public transport, air travel, car/vehicle rental)
- Travel Visa

3.4 What costs cannot be covered

The below costs are not eligible through the Programme:

- 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 agencies, Government departments or Ministries
- Costs which are already covered through usual operational budgets (space which is owned by the applicant or the partner/supporting organisation/individual)
- Debt and debt service charges
- Doubtful debts
- Exchange losses
- Expenditure deemed excessive or reckless
- Expenses that are not incurred during the time frame of the project stipulated in the agreement
- Fees for services provided by Public Cultural Organisations or other public agencies, Government departments or Ministries
- Funding for the creation or upholding of bursaries, prizes or scholarships
- If applicable, Refundable VAT
- Interest owed
- Provisions for losses or debts
- Reimbursement of salaries, or part thereof (this is only applicable to applications submitted under Strand 2)
- Retroactive costs
- Subsistence, catering and hospitality.

For more information about presenting your budget, refer to our General Budget Guidelines <https://www.artscouncilmalta.org/pages/funds-opportunities/schemes-2023/general-budget-guidelines/>.

3.5 What is the Programme looking for?

The potential of art and creativity in fostering social and cultural change and regeneration shall be addressed through:

- The direct participation of members of disadvantaged groups in the artistic and creative process of a project.

3.6 What applications are not eligible?

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

- Activities which are not related to culture, the arts and the creative industries
- Activities whose objective is fundraising or political propaganda
- Applications for funding the creation or upholding of contests, bursaries, prizes, or scholarships
- Applications submitted after noon (12:00) on the respective day of deadline
- Applications submitted by public entities with or without a line vote
- Applications whose duration is not of three consecutive years
- 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 the 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 Kazini tal-Banda, National Book Council, Valletta Cultural Agency, Malta Arts Scholarships or any other State-funded programme dedicated to Maltese arts and/or culture
- Projects that would have already taken place before the result is notified to the applicant(s)
- Projects whose duration does not fall within the eligible timeframe.

Any other activity which may be developed outside the scope of the Fund is not eligible for support. Applicants may submit more than one application under the same strand and the same call. However, only one of the applications can be funded per session. Applicants may benefit from only one Funded application through this scheme during a calendar year.

4. Evaluation criteria

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

4.1 Strand 1: Organisational Development

Criterion 1 – The Objectives of the Programme (25 marks)

The extent to which the application meets the needs and priorities of the community and addresses the objectives of The President's Fund for Creativity. To make your case in terms of this criterion, you will be required to:

- a. Identify the gaps being addressed in your application (10 marks)
- b. Target specific objectives of your application and elaborate on how these match the objectives of The President's Fund for Creativity (10 marks)
- c. Elaborate on the relevance of your request and on its feasibility (5 marks)



Criterion 2 – Realistic and Sustainable Outcomes (25 marks)

The extent to which the investment sought is likely to contribute towards realistic and sustainable outcomes. To make your case in terms of this criterion, you will be required to:

- a. Outline the potential structural impact of the proposed investment in capacity building and development (10 marks)
- b. Elaborate on how the proposed investment will contribute towards organisational functioning, performance, effectiveness and sustainability – in terms of the objectives of The President's Fund for Creativity (15 marks)

Criterion 3 – Quality Improvement (25 marks)

The extent to which the investment sought is likely to contribute towards upholding of due standards of quality. To make your case in terms of this criterion, you will be required to:

- a. Elaborate on how you plan to achieve quality improvement and sustainable results through the investment being sought (25 marks)

Criterion 4 – Management of the Investment (25 marks)

The solidity of the management plan in terms of ensuring accountability, good practice and sustainable impact. To make your case in terms of this criterion, you will be required to:

- a. Provide a well-thought-out and clearly-articulated plan (5 marks)
- b. Provide realistic time frames (5 marks)
- c. Provide a realistic budget for year 1 and a separate forecast for years 2 and 3, explaining efforts to secure funds from other sources (5 marks)
- d. Elaborate on your sustainability plan beyond the grant period (5 marks)
- e. Pitch your plans succinctly with due consideration to both the artistic side and the social side of the project (5 marks)

4.2 Strand 2: Projects / Programmes

Criterion 1 – Sustainable community development and well-being (25 marks)

The extent to which the project will help foster social, cultural and economic change and regeneration through participation in cultural life. To make your case in terms of this criterion, you will be required to:

- a. Identify the specific community needs your application addresses
- b. Explain the participatory creative process being proposed, along with the underlying rationale and goals
- c. Explain the project's prospective contribution towards inspiring and enabling sustainable community development

- d. Sum up previous work which the application builds upon, as applicable
- e. Provide a development plan for specific initiatives being developed, as applicable

Criterion 2 – Widening of participation in cultural life (25 marks)

The extent to which the project champions the right to participation in cultural life. To make your case in terms of this criterion, you will be required to:

- a. Explain the project's contribution towards widening participation of disadvantaged groups in quality arts experiences, arts-engagement activities, creative exchange
- b. Provide a clear outline of the range of artistic experiences the project proposes

Criterion 3 – The quality of the project (25 marks)

To make your case in terms of this criterion, you will be required to:

- a. Elaborate on the participatory creative process
- b. Provide CVs/bionotes of the proposed project team members and all collaborators
- c. Provide an effective dissemination plan

Criterion 4 – Project Management (25 marks)

To make your case in terms of this criterion, you will be required to:

- a. Provide a well-thought-out and clearly articulated project plan
- b. Provide realistic time frames
- c. Provide a realistic project budget, explaining efforts to secure funds from other sources
- d. Elaborate on your sustainability plan beyond the grant period
- e. Pitch the project succinctly with due consideration to both the artistic side and the social side of the project

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. If you do not have one, 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 Arts Council Malta's 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 Funded funding, the name, the project title, short project description and the amount Funded can be published by Arts Council Malta.

A decision on funding will be made on the strength of the submitted information, and supporting documents.

Applications handed in 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
- A signed letter of Intent from relevant partner(s) stipulating availability and commitment to the proposed project
- A signed statute in the case of a Voluntary Organisation
- A sustainability plan beyond the grant period
- A detailed income-expenditure budget for year 1 and forecasts for years 2 and 3
- Applicant and main collaborator(s) biography/Artist CV to be included in the profile section
- Detailed dissemination and communications plans
- Relevant supporting evidence of the legal framework of the applicant entity or entities
- With regard to initiatives that were already tried and tested, a sum-up of the specific initiative (including relevant documentation, links, and materials)

6. Evaluation process

The fund is competitive and will be evaluated by a panel of sectorial experts, according to 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 of at least 60 marks.

Nevertheless, the evaluation session and funding decisions depend on the quality of the submitted proposals and on the availability of the funds. Therefore, obtaining 60 marks or more does not automatically mean that you will be funded 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.

Eligible applications will be assessed by an evaluation team made up of independent evaluators. Arts Council Malta will select evaluators from Arts Council Malta's pool of evaluators on the basis of their independent and professional experience. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings. A pitching session will also be organised for all candidates.

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 create an opportunity for applicants to further present their projects to the evaluators. The project applications would already have been reviewed by the evaluators before the pitching session.

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

The pitch can be presented in a variety of formats but should not be longer than ten (10) minutes. During your pitch, you will be expected to explain the artistic vision of your project and communicate how you plan to implement it. This ten-minute pitch will be followed by a Q&A session with the evaluation panel.

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 Funded 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. The Council 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 Funded.

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 Funded upon completion of the above process within the established timeframe.

The first-year payment allocated by the Evaluation Board will be processed after the signing of the contract. Arts Council Malta will disburse the remaining payments after the beneficiary submits the required reports as specified in the contract and following the approval of the said report.



The beneficiaries must use the binary logo that will be provided by the Senior Fund Executive on all related material. Beneficiaries are required to specify that the project was supported by the Office of the President and Arts Council Malta, as follows: This project is supported by the Office of the President of the Republic of Malta and Arts Council Malta, in all marketing, PR and printed material. The grant received must be used solely for the purpose for which it was Funded, 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.

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

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.

7.1 Report

The contract will indicate when it will be required to submit a detailed report highlighting the work carried out and the project achievements. Arts Council Malta will provide a template for your reports. Together with the 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 process, which includes visual documentation, blogs and other documentation.

You will also be required to present a final updated budget together with all supporting documents including VAT invoices and fiscal receipts to support the total amount of the project.

Arts Council Malta and the Office of the President retain the right to make use of submitted project material.

Arts Council Malta 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 any 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

A complaint must be lodged within five (5) days of receiving notification of your results. The complaint must be made in writing, and be addressed to the Director of Funding and Strategy of Arts Council Malta.

In the complaint, you must clearly explain how and why you feel that the decision on the project was influenced by irregularities that took place in relation to the procedures laid down in these Regulations, or in the standard rules and regulations on good governance relating to the public sector. With your complaint, you must submit the relevant supporting documentation and evidence.

By lodging a complaint, you provide your consent that we may use and disclose respective information for the processing of your complaint.

You will normally receive a reply to your complaint within ten (10) working days from the Director of Funding and Strategy of Arts Council Malta.

In case you are not satisfied with the reply, Arts Council Malta will convene a Board made up of members from the Office of the President, Arts Council Malta and the Directorate, who will review your complaint. The decision of the Board is final.

Need advice?

ACM 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.

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