



Il-Premju tal-President għall-Kreattività Guidelines and Regulations

: updated version with further elaboration on the respective strands



ALLOCATIONS

SESSION BUDGET	MAXIMUM ELIGIBLE AMOUNT PER APPLICATION
Strand 1 Capacity Building and Development €45,000	€15,000 per year for 3 years subject to availability of Government funds
Strand 2 Projects / Programmes €30,000	€10,000 per year for 3 years subject to availability of Government funds



CO-FUNDING	DISBURSEMENT
<p>Strand 1 The fund may cover up to 80% of total expenditure, up to a maximum of €45,000 (over the whole duration of the specific grant)</p> <p>Strand 2 The fund may cover up to 100% of total expenditure, up to a maximum of €30,000 (over the whole duration of the specific grant)</p>	<p>Strand 1 25% of the grant allocated for year 1 will be allocated upon signing of the agreement. The remaining disbursement will be established by Arts Council Malta in agreement with the beneficiary based on the project's timeframes and agreed monitoring targets.</p> <p>Strand 2 70% upon signing of the agreement 30% following approval of final report</p>

Submission Deadline	Notification	Eligible Time Frames
15th July 2020	11th August 2020	12th August 2020 – 11th August 2023



1. Introduction

Il-Premju tal-President għall-Kreattività 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 Il-Premju tal-President għall-Kreattività.

The programme provides recognition and support at the highest level of the State for collaborations between organisations active in the sector of Arts and Culture 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.

Il-Premju tal-President għall-Kreattività is linked to the implementation of Arts Council Malta's goals outlined in the Create2020 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 Create2020 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 Award 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

Il-Premju tal-President għall-Kreattività 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 | Capacity Building and 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 Il-Premju tal-President għall-Kreattività, 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 Il-Premju tal-President għall-Kreattività, 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.

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Il-Premju tal-President għall-Kreattività is coordinated by Arts Council Malta, under the patronage of H.E. The President of Malta

2. Definitions

Award (the)

Il-Premju tal-President għall-Kreattività

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.

Evaluation

Applications deemed compliant and eligible are assessed against the criteria established in these Regulations and Guidelines by the appointed evaluators.

Beneficiary

The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the Programme.

Eligibility

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

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.



Organisation

An organisation legally established and/or publicly registered in Malta, having a statute. Voluntary organisations must be registered 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. Cooperatives must be registered with Koperattivi Malta.

Programme (the)

Il-Premju tal-President għall-Kreattività funding programme.

Public Cultural Organisations

Public cultural entities falling under the remit of Arts Council Malta, which include Festivals Malta, Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Ċentru għall-Kreattività, Pjazza Teatru Rjal, ŻfinMalta and Teatru Malta.

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.

Strategy2020

Arts Council Malta's strategy for the cultural and creative industries. The 2020 strategy sets five goals to be addressed by 70 actions, implemented through nine strategic tools with three identified groups: creative professionals, communities and public cultural organisations. The mission of the strategy is that of placing the arts and creativity at the heart of Malta's future. The strategy document can be accessed on <http://artscouncilmalta.org/pages/the-council/our-strategy>.



3. Who can apply?

Organisations, entities and institutions – having a legal framework, and based and operating in Malta – working in the field of social and community development, or active in any cultural and creative field are all eligible. The project must target the needs of disadvantaged groups by means of art and creative expression and cultural participation.

Individuals are not eligible.

Eligible organisations may be:

- Schools and higher education institutions, public institutions, organisations, or entities
- Private organisations active in the non-governmental social or voluntary sector and registered with the Commissioner for Voluntary Organisations (CVO)
- Private organisations active in the arts and culture sector (arts, heritage, media, creative businesses), having an officially recognised legal status (CVO registration, Foundation, Association, Company, Partnership, Cooperative, etc.)

The Award 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, two or more organisations shall collaborate 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 applications shall clearly demonstrate the benefits of the project to the community

N.B.

- ***An organisation may benefit under one or both strands of the Programme, under any given call.***
- ***An organisation may submit more than one proposal under a given strand at any given call. Yet, the organisation may only be supported for one project under a given strand, under the given call.***

4. Eligibility

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.

Strand 1 | Capacity Building and Development

Maximum eligible timeframe to implement the project: 3 years

Eligible period: 12th August 2020 – 11th August 2023

Strand 2 | Projects / Programmes

Maximum eligible timeframe to implement the project: 3 years

Eligible period: 12th August 2020 – 11th August 2023

4.1 The following are not eligible for the Award:

- Organisations that do not have a registered address in the Maltese islands
- Voluntary Organisations that have not presented their updated accounts to the Commissioner for Voluntary Organisations
- Organisations that have not honoured previous funding commitments
- Activities which are not related to culture, arts and the creative industries
- Activities whose objective is fundraising or political propaganda
- Individual modules credited as part of an education course or research as part of established academic programmes
- Creation or upholding of bursaries, prizes or scholarships
- Projects that would have already taken place before the result is notified to the applicant
- Retrospective costs
- Costs which are already covered through usual operational budgets (salaries, space which is owned/rented by applicant/partner/supporting organisation/individual)
- Reimbursement of salaries or part thereof



- Costs already covered by public cultural organisations, or another public funding programme managed or co-managed by Arts Council Malta or other public agency, government department or Ministry
- Incomplete applications as explained under the section 'Mandatory Documentation'.

4.2 Eligible costs¹

Strand 1

The award 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.

Strand 2

The award may cover up to 100% 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 organisation, 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:

- Artistic and production fees (as long as the proposal shows clearly how the fees are calculated in terms of rates, number of hours etc.)
- Production costs
- Rental of spaces

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



- Rental of equipment (purchase will only be considered if deemed necessary for the project)
- Marketing
- Travel and accommodation
- Contingency (up to 10% of the allocated total direct cost)
- In kind support (up to 5% of the allocated total direct cost)

4.3 Ineligible costs:

Ineligible costs include:

- Costs incurred before the start of the eligibility period
- Costs already covered by public cultural organisations, or another funding programme managed or co-managed by Arts Council Malta or other public agency, government department or Ministry, the European Union, a private funding programme, or by any other source
- Costs which are already covered through usual operational budgets (salaries, space which is owned/rented by the applicant or the partner/supporting organisation/individual)
- Hospitality costs
- Debt and debt service charges
- Provisions for losses or debts
- Interest owed
- Doubtful debts
- Exchange losses
- Contributions in kind exceeding 5%
- Expenses that are not incurred during the time frame of the project stipulated in the agreement
- Expenditure deemed excessive or reckless
- Refundable VAT



For more information about presenting your budget, refer to our General Budget Guidelines (<http://www.artscouncilmalta.org/funds/il-premju-tal-president-ghall-kreattivita/budget-guidelines>)

4.4 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



5. Mandatory documentation

The documents below are mandatory and required for the pre-evaluation assessment. Failure to present any of these documents will render the application non-compliant.

- A complete, signed and dated application form
- Relevant supporting evidence of the legal framework of the applicant entity or entities
- A letter of Intent from relevant partner(s) stipulating availability and commitment to the proposed project
- A sustainability plan beyond the grant period
- An income-expenditure budget
- Detailed dissemination and communications plans
- With regard to initiatives that were already tried and tested, a sum-up of the specific initiative (including relevant documentation, links, and materials)

Kindly note that it is your responsibility to submit all the necessary documentation, as outlined above, before the indicated deadline.

Arts Council Malta and Office of the President representatives will not vet your application forms prior to submission.

Applications submitted after noon of the respective day of the deadline will not be accepted. A decision on funding will be made on the strength of the submitted information. Application packages will not be returned to applicants.



6. Evaluation criteria

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

Strand 1 | Capacity Building and Development

6.1.1 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 Il-Premju tal-President għall-Kreattività

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

- ✓ Identify the gaps being addressed in your application
- ✓ Target specific objectives of your application and elaborate on how these match the objectives of Il-Premju tal-President għall-Kreattività
- ✓ Elaborate on the relevance of your request and on its feasibility

6.1.2 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:

- ✓ Outline the potential structural impact of the proposed investment in capacity building and development
- ✓ Elaborate on how the proposed investment will contribute towards organisational functioning, performance, effectiveness and sustainability – in terms of the objectives of Il-Premju tal-President għall-Kreattività

6.1.3 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:

- ✓ Elaborate on how you plan to achieve quality improvement and sustainable results through the investment being sought

6.1.4 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:



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

Strand 2 | Projects / Programmes

6.2.1 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:

- ✓ Identify the specific community needs your application addresses
- ✓ Explain the participatory creative process being proposed, along with the underlying rationale and goals
- ✓ Explain the project's prospective contribution towards inspiring and enabling sustainable community development
- ✓ Sum up previous work which the application builds upon, as applicable
- ✓ Provide a development plan for specific initiatives being developed, as applicable

6.2.2 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:

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

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

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

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

6.2.4 Criterion 4 – Project Management (25 marks)

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

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



7. Submitting your application

7.1 Follow these steps to submit your application

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 17:00, or email us on fundinfo@artscouncilmalta.org.

It is your responsibility to present a complete application form as explained in these guidelines and regulations. Unless you present all the necessary information, your application will not be processed and evaluated.

Late applications will not be accepted.

8. Evaluation process

The fund is competitive and will be evaluated 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 awarded 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 awarded. A pitching session will also be organised for all candidates.

8.2 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.

8.3 Communication of results

On the day indicated, 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.



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.

If you have any difficulties concerning your results, you should email us on fundinfo@artscouncilmalta.org 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 the 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.



9. Project implementation and monitoring

If your application is approved and awarded, 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 and the Office of the President.

25% of the grant allocated for year 1 may be granted in advance in the previous year. The remaining disbursement will be established by Arts Council Malta based on the project's time frames and agreed monitoring targets.

The beneficiary would need to have a separate dedicated bank account for the grant.

The beneficiaries must use the fund's logo as well as the Office of the President logo and Arts Council Malta logo on all related material and specify that the project was supported by the grant, as follows: **Supported by Il-Premju tal-President għall-Kreattività, managed by Arts Council Malta under the Patronage of H.E. The President of 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 Arts Council Malta immediately and seek due approval if modifications affecting the nature of the project need to be considered 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 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.

9.1 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 is concluded. Arts Council Malta will provide a template for your report. 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 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.

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.

10. 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.

10.1 Grounds for complaints

A complaint may be lodged on the basis of:

A procedural anomaly or irregularity during the submission or evaluation process, in terms of the procedures laid down in these Guidelines and Regulations.

Complaints cannot be lodged concerning:

- Policies and procedures of Arts Council Malta or of the Government of Malta
- The merits of the application, in terms of the criteria stipulated in these guidelines and regulations.

Only applicants may lodge complaints concerning their project.

10.2 Lodging 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 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 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.

CONTACT US

For more information, you may call us on 2339 7020 or fundinfo@artscouncilmalta.org

Guidelines updated on the 22nd June 2020

: providing additional clarification relating to the distinctions between Strands 1 and 2