



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2024	Application Reference Number: RCCP ____ / 24 / ____

Regional Cultural Cooperation Programme

APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 20,000. Applicants may request up to 80% of the project expenditure)

Reference Number

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

Deadline: 11th June 2024 (noon)

1.4 Project Description

Insert Project Description

1.5 Project Description Summary

Provide a summary of the project description in not more than 150 words. Should the proposal be awarded funding, this description will be featured on artscouncil.mt.

1.6 Did you ever benefit from public funds?

Yes

No

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

1.8 Will the project include expenses that are eligible to an Access Support?

Yes

No

1.9 If yes, kindly justify how the proposal will benefit from this support. Please indicate the amount of this cost. When filling in the budget section, kindly include this expense in the budget section. In the Income section, kindly include the amount of Access Support requested, this may not exceed €2,000.

Additional Documentation

+ Add files

TEMPLATE

2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil the programme.

Start Date ___/___/___ (Eligible timeframe 01/08/2024 – 28/02/2026)
End Date ___/___/___

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

Additional Documentation: + Add files

4. Criteria

Criterion 1: Concept (40 marks)

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

- a. What is the artistic rationale and specific objectives that inform your proposed programme of activities? (15 marks)
- b. How is the proposal relevant to Arts Council Malta's Strategy 2025, ACM's Right to Culture Policy, and in line with the respective Regional Cultural Strategies initially established? (10 marks)
- c. What are the anticipated and desired outcomes of your proposal? How will you determine whether these outcomes are likely to be achieved or not? (15 marks)

Additional Documentation:
+ Add files

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 your project and achieve the targeted objectives. Thus, the implementation timeline for deliverables and relevant timeframes needs to be made evident and justified accordingly, together with the relevant risk management. This is also applicable to applications focusing on activities that are primarily aimed towards the development and capacity building of the applicant/s. The following questions need to be addressed:

- a. How are you planning to deliver the proposed programme of activities? (e.g. timeframes, workplans, responsibilities, skills and track record of people managing projects, logistics, and contingency plans). (10 marks)
- b. How is this proposal relevant and challenging to your artistic development and to that of your collaborators and/or the community being actively engaged with or addressed through the programme? The collaborators' track record is required. (10 marks)

Mandatory Documentation

- + Signed letters of intent from each collaborator involved in the Programme.
- + Audiovisuals / portfolio showing the applicant's or collaborator'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).
- + A proposed programme of activities for the period being applied for. This may include any artistic and cultural events, productions, performances, exhibitions, festivals, training, and development initiatives that are relevant to the objectives of the applicant.

Additional Documentation:

- + If applicable, a sample of previous artistic programmes and related documentation, if the programme being applied for is based upon, previously held activities as may be relevant to the application. If this is not applicable explain why.
- + Add files

Criterion 3: Audience Engagement (20 marks)

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

- a. Who are your target audiences (whether that is internal and/or external) and why? What approaches will be adopted to reach these audiences? How have you identified and/or categorised your audience/s? Refer to the wider communities that are to be addressed through the proposed programme. (10 marks)
- b. Can you provide an outline of the marketing, PR, and communications plan as deemed relevant for the proposed programme of activities? Why did you opt for your chosen methods? (Note: communications plan also includes internal dissemination which may not be at a public level) (10 marks)

Additional Documentation:
+ Add files

Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented budget plan is. It also considers efforts to secure funds from other sources. The following questions will need to be addressed:

- a. What are the budgeted costs that are both directly and indirectly linked to the delivery of the proposed programme of activities? (e.g. fixed costs that are ongoing such as maintenance as well as artistic fees for specific productions)
- b. What is the budgeted income for the proposed programme of activities? If no income is envisaged, what is the justification?

Additional Documentation:
+ Add files

5. Budget

5.1 Add VAT Certificate of Registration
Upload file

5.2 Tick where applicable
 Registered under Article 10*
 Registered under Article 11 (Exempt)

*Applicants registered under Article 10 who will recover VAT, need to exclude recoverable VAT from the budget.

đ I hereby declare that to my knowledge the correct declarations are made to Arts Council Malta, and that the proper VAT status is declared. In the case of false declaration, I assume full responsibility of with the applicable consequences.

5.3 Expenditure Fees directly related to project implementation
Artistic fees
Add other expenditure

Income Total amount requested from fund
Add other sources of income

Attach Quotes if available
