



FOR OFFICE USE ONLY	
Application received on:  ____ / ____ / 2023/24	Application Reference Number:  RFS ____/24/ ____

# RESTORATION FUNDING SCHEME

## APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is €15,000. Applicants may request up to 100% of the project expenditure)

Reference Number

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### 1. GENERAL INFORMATION

1.1 Name of Partnering Church \_\_\_\_\_

1.2 Project Title \_\_\_\_\_

1.3 Project type \_\_\_\_\_

1.4 Primary area of activity \_\_\_\_\_

1.5 Secondary area of activity \_\_\_\_\_

1.6 Specify the typology of the religious immovable object proposed for restoration

\_\_\_\_\_

Deadline: Tuesday 07<sup>th</sup> December 2021 at noon

1.6 Project Description

Insert Project Description

1.7 Add the Cooperation agreement between the Voluntary Organisation and the Church  
+ Add file

1.8 Add the endorsement letter by the Archdiocese of Malta and the Diocese of Gozo  
+ Add file

1.9 Did you ever benefit from public funds?

Yes

No

1.10 If yes, kindly specify the name/s and dates of the project/s held between 2019 and 2022.

1.11 Additional Documentation

Add files

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## 2. Time Frame

2.1 Provide details regarding the key milestones and timeframes to fulfil project including travelling and training activities.

Start Date    \_\_\_/\_\_\_/\_\_\_                      (Eligible timeframe 01/04/2024 – 31/03/2025)  
End Date     \_\_\_/\_\_\_/\_\_\_

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

Additional Documentation:  
+ Add files



### 3. Profiles

CV          Insert CV of applicant

Profile 1    Name \_\_\_\_\_  
 Role \_\_\_\_\_  
 Bio Note \_\_\_\_\_

Conservator-Restorer CV                  Insert Conservator-Restorer CV of Profile 1

Add Profiles as required

**Mandatory Documentation:**

- + Add copy of warrant to practice the profession of Conservator-Restorer
- + Add a copy of the Practicing Certificate of the warranted Conservator-Restorer engaged to draw up the Restoration Method Statement

**Additional Documentation:**

- + Add files

## 4. Criteria

### 4.1 Criterion 1: Restoration or Conservation of Religious Artefacts (60 marks)

This criterion considers the relevance of the proposed restoration.

Provide a detailed description of the artefacts’:

- Historical relevance (10 marks)
- Artistic relevance (10 marks)
- Value of proposed restoration / conservation intervention (30 marks)
- Visibility of artefact after project completion (10 marks)

Add Restoration Method Statement including Pre-restoration report including dated photographs  
Showing the current state

+ Add file

Additional Documentation:

+ Add files

### 4.2 Criterion 2: Project Management (20 marks)

This criterion considers the level of commitment and preparation prior to the funding application as well as the proposed plan to deliver your project and achieve the aims highlights.

To make your case in terms of this criterion, you are required to provide:

- The necessary approvals as required (5 marks)
- Describe and mitigate any safety requirements (5 marks)
- A reasonable and realistic timeframe and a description of key milestones to fulfil project (5 marks)
- A long-term plan to define long-term maintenance – not less than 20 years (5 marks)

Add Permits  
+ Add file

Add Evidence of ownership of rights for proposed project or contract of acquisition/transfer of rights  
+ Add file

Additional Documentation:  
+ Add files

#### 4.3 Criterion 3: Budget (20 marks)

This criterion considers how well-planned and realistic the presented budget is. It also considers efforts to secure funds from other sources, to make a stronger case in terms of this criterion, you are encouraged to provide all quotations to substantiate the budget items (please refer to the budget template in the next section).

Additional Documentation:  
+ Add files

## 5. Budget

5.1 Add VAT Certificate of Registration  
Upload file

5.2 Tick where applicable

- Registered under Article 10\*
- Registered under Article 11 (Exempt)

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

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

5.3

Expenditure      Restoration fees  
Add other expenditure

Income            Total amount requested from fund  
Add other sources of income

Attach Quotes  
+ Add files

I hereby declare that, to my knowledge, all the information contained in this Application Form and its Annexes is correct.

I hereby confirm that I have read the guidelines and regulations and that I accept the conditions and process as stipulated in this same document.