

# Restoration Funding Scheme

## Guidelines and Regulations



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## Budget allocations

SESSION BUDGET	MAXIMUM GRANT PER PROJECT
€90,000	€15,000

FUNDING	DISBURSEMENT
The fund may cover up to 100% of total projects costs	70% upon signing of grant agreement 30% following approval of final report

## Timeframes

APPLICATION DEADLINE	RESULTS	ELIGIBLE TIMEFRAME
06th February 2024	27th March 2024	01st April 2024 – 31st March 2025

## 1. Introduction

The Restoration Funding Scheme aims at providing financial support for the repair, i.e restoration, and conservation of internal and external cultural property immovables including, but not limited to altars, apertures, architectural décor, gilding and painting or decoration on architectural surface of churches falling under the confines of a Parish Church under the Archdiocese of Malta and the Diocese of Gozo.

The immoveable cultural property needs to fall under the definition of cultural heritage and needs to have existed for 50 years or more as per the Cultural Heritage Act of Malta.

## 2. Definitions

For the purpose of these guidelines, the following terms are defined as follows:

### Applicant

- A voluntary organisation enrolled with the Commissioner for Voluntary Organisations in accordance with the Voluntary Organisations Act requirements ([www.maltacvs.org](http://www.maltacvs.org)), and whose objectives are as per the definition of Non-Government Organisations in the Cultural Heritage Act. The applicant must be a legally authorised representative of the organisation/foundation.

### Application

- An application is a submission by an eligible applicant, inclusive of all mandatory documentation and any annexes related to the Restoration Funding Scheme.

### Beneficiary

- The beneficiary is the recipient of the grant. The beneficiary is legally responsible for the implementation of the proposal supported by the Scheme. 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.

### Conservation

- Any activity required to maximise the endurance and minimise the deterioration of any cultural property as far as possible, and includes examining, researching, testing, treating, recording and preserving any such cultural property or any part thereof.

#### 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 shall appoint an evaluation team for each call under the Restoration Funding Scheme which will shortlist the applications. Shortlisted applications will be available online for the people to vote for their preferred project.

#### Grant

- The grant is the amount allocated to a successful application.

#### Maintenance

- The continuous protective care of the fabric and setting of a place, and is to be distinguished from repair. Repair involves restoration or reconstruction.

#### Management and Administration

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

#### Maximum Funding

- There is a ceiling amount of €15,000 per project to be allocated. This will be decided on a case-by-case basis depending on the project.

#### Restoration

- A highly specialised activity to conserve the integrity of cultural heritage, to reveal its cultural values and to improve the legibility of its original state, form and design within the limits of still existing material. Such activity must be based on a critical and historical process of evaluation and not on conjecture.

#### Restoration Funding Scheme

- This is a public incentive funding scheme. Grants are based on funds being made available through the Restoration and Preservation Department.

#### Voluntary Organisation

- An organisation locally 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 (<https://maltacvs.org/>), and whose objectives are as per the of Non-Government Organisations in the Cultural Heritage Act. The applicant must be a legally authorised representative of the organisation.

#### Warrant

- Warrant means the warrant granted in accordance with Part VI of the Cultural Heritage Act, and warrant holder shall be construed accordingly.

### 3. Eligibility

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

**Maximum eligible timeframe:** 12 months

**Eligible Period:** 12 months from result notification date

#### 3.1 Who can apply?

The applicant should be the legal representative of the organisation. Please make sure that you provide the Voluntary Organisation number of your organisation, and that you identify the person/group of people leading the project, as applicable.

The Voluntary Organisation must be based in Malta or Gozo and operating in the Maltese islands. Applicants must qualify as one of the following:

- Cultural organisations, in localities around Malta and Gozo, enrolled as Voluntary Organisations – including, but not limited to, band clubs, associations, and foundations.
- Enrolled Voluntary Organisations promoting and preserving cultural heritage (whether tangible or intangible) in a locality or region in Malta and Gozo.

#### 3.2 Who cannot apply?

The following are ineligible for support from the scheme:

- 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 side) or your Maltese residence permit or your Maltese citizenship certificate or your Maltese passport;
  - A signed statute of the Voluntary Organisation.
- Beneficiaries who have not honoured previous funding commitments.
- Individuals in their own name.
- Local Councils, and other entities that make part of the public sector.
- Organisations/Activities receiving local public funds through established government line-votes.
- Organisations and foundations that are not enrolled with the Commissioner for Voluntary Organisations.

- Organisations and foundations that, by the submission deadline, have not honoured reporting deadlines or other commitments related to other funds managed by Arts Council Malta and/or the Culture Directorate.
- Organisations which do not have a registered address in the Maltese Islands.
- Voluntary Organisations and foundations that, by the submission deadline, are not in possession of a certificate issued by the Commissioner for Voluntary Organisations stipulating that the organisation has submitted its prospectus and financial accounts for the past two years, and that it is in compliance with the law for all intents and purposes.

### 3.3 What costs can be covered?<sup>1</sup>

This grant may cover up to 100% of the following costs (up to a maximum of €15,000 per project, whichever is the lowest). The Evaluation board retains the right to recommend funding projects by less.

The costs may include, but are not limited to, the following uses:

- The cost and/or the fee for restoration and conservation by a professional conservator- restorer holding a warrant issued by the Bord tal-Warrant tar-Restawraturi.
- The cost and/or fees of any other professional services which might be required to be engaged in the process of implementation of restoration/conservation works.
- The cost of structural engineering and fabrication; permit fees (including Planning Authority permits where these are required); transportation, dismantling and installation of the work at the site; identification signs, if any; and mountings, anchorages, containments, pedestals, bases, or materials necessary for the property presentation and installation.
- Water works, lighting and other objects, which are an integral part of restoration and conservation.
- Maintenance – it must be reasonable to assume that the building or structure will remain standing and in good condition for at least 20 years.
- Surveys and documentation for the restoration, conservation, installation and a plaque to identify the process of work carried out.

### 3.4 What costs cannot be covered?

The following are **not eligible** to apply for the Fund:

- Any expenses covering unwarranted services, indirect fees and contingencies.
- Benches and seating.
- Ceremonial wardrobes or equivalent.

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

- Contributions in kind (exceeding 5%).
- Costs declared by the beneficiary and covered by another grant of the Government of Malta or the European Union.
- Costs incurred before the start of the eligibility period.
- Costs incurred before submission of application.
- Costs which are already covered by funds through established line-votes.
- Debt and debt service charges.
- Doubtful debts.
- Excessive or reckless expenditure.
- Exchange losses.
- Interest owed.
- New Immovables.
- Provisions for losses or debts.
- Return on capital.

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

### 3.5 Non-eligible applications

- Activities that are not related to culture, 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.
- Applications for objects that do not qualify under the definition of Cultural Heritage.
- Applications with incorrect information.
- Incomplete applications (refer to application checklist in section 5.1).
- Individual modules credited as part of an education 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 date.
- Projects whose duration does not fall within the eligible timeframe.

Any other activity which may be developed outside the scope of the Restoration Funding 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:

### Criterion 1: Restoration or Conservation of Immovable Artefact (60 marks)

This criterion considers the relevance of the proposed restoration in terms of its:

- Historical relevance (10 marks)
- Artistic relevance (10 marks)
- Value of proposed restoration / conservation intervention as drawn up by the Warranted Conservator-Restorer (30 marks)
- Visibility of artefact after project completion (10 marks)

### 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 highlighted. To make your case in terms of this criterion, the following information is considered necessary:

- Necessary approvals as required (5 marks)
- Describe and mitigate any safety requirements (5 marks)
- 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)

### 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 application form).



## 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 are not yet registered, create your profile with Arts Council Malta by clicking on Register and fill 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](mailto: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](mailto: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, or submit false or misleading information, 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 submission of the application, applicants accept that should the application be awarded funding, the name, the project title and the amount awarded 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 day of the deadline cannot be accepted.

### 5.1 Checklist

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

- Online submission of a complete application form.

- An endorsement letter by the Archdiocese of Malta and the Diocese of Gozo in case of Parish Churches.
- Cooperation agreement between the Voluntary Organisation and the Parish Church.
- Copy of necessary permits including Planning Authority Permit and/ or authorisation from the Catholic Cultural Heritage Commission as applicable
- Restoration Method Statement prior to commencement of works (including pre-restoration condition report with dated photographs showing the current state), prepared by a Warranted Conservator-Restorer. See list of Warranted Conservators-Restorers [here](#).
- Copy of Warrant to practice the profession of Conservator-Restorer and a copy of the Practicing Certificate of the warranted Conservator-Restorer engaged to draw up the Restoration Method Statement and to carry out the works should the application be selected for funding.
- Evidence of ownership of rights for the proposed project or contract of acquisition/transfer of rights.
- Quotations amounting to the full cost to be incurred.

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

Arts Council Malta will not be checking your application forms prior to the application submission.

Applications handed in after 12:00 p.m. (noon) of the respective day of deadline are ineligible and will not be evaluated. A decision on funding will be made on the strength of the submitted information. Application packages will not be returned to applicants.

## 6. Evaluation Process

This fund is competitive and will be evaluated according to the established criteria.

Eligible applications will be assessed by an evaluation team made up of evaluators appointed by Arts Council Malta. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded.

The evaluation session and funding decisions depend on the quality of the submitted proposals and on the availability of funds. Each criterion is allocated a number of specific marks. In order to be considered for funding, projects have to obtain at least 60 marks.

**Disclaimer:** Arts Council Malta 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.

## 6.1 Communication of Results

The results will be issued on the date indicated on page 2 of these guidelines and regulations. 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 Arts Council Malta 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.

Application packages will not be returned after the evaluation process.

## 7. Project Implementation and Monitoring

In the event of approval, a Grant Agreement, detailing the conditions and level of funding, will be entered into between Arts Council Malta and the beneficiary. Selected projects will receive a pre-financing payment of 70% of the approved grant at the start of the project. The disbursement of other part-payments shall be according to the project milestones, submission of periodic reports, relative receipts and the approval by Arts Council Malta. The final 30% will be granted following the submission of the final report and approved by Arts Council Malta.

The beneficiaries must use the ACM and Restoration and Preservation Department logos on all related material and specify that the project was supported by the Arts Council Malta and the Restoration and Preservation Department 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 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 is responsible for the review of the Project. The Council may carry out checks to establish whether public support has been used in accordance to established conditions. The Council may demand access to the company/entity's financial record and/or annual report of the applicant company/entity as part of its beneficiary screening, review or control procedure. Upon the presentation of the final accounts, the Council may perform spot checks. The beneficiary's accountant shall, at any time, and without regard to prevailing confidentiality restrictions, communicate to the Council and/or its auditors any information requested.

Relevant invoices/receipts are to be submitted to the Council, in copy or original, for every eligible item approved for the grant. In all applicable cases, all submitted invoices and receipts are to be presented with the VAT element separated. The Council reserves the right to request the original copies should there be doubts on the authenticity of the documents provided and will not issue payments if these are not provided.

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

## 7.1 Report

At the end of the project, beneficiaries 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 the project is concluded. Said report is to include technical details of the restoration/conservation interventions carried out, accompanied by before and after photographs and other relevant documentation. The technical content of the Report is to be prepared by the Warranted Conservator-Restorer. 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, including visual documentation.

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

Arts Council Malta retains 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 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 Funding and Strategy of Arts Council Malta 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, Arts Council Malta 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.



## 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 two 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 send us an email on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

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