



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2023	Application Reference Number: SAR ____ / 23 / ____

# Sabbatical for Artistic Research Grant

## 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 25,000. Applicants may request up to 100% of the project expenditure)

Reference Number

Project Title

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### 1. GENERAL INFORMATION

1.1 Project type \_\_\_\_\_

1.2 Primary area of activity \_\_\_\_\_

1.3 Secondary area of activity \_\_\_\_\_

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 Top-Up?

Yes

No

1.9 If yes, kindly justify how the proposal will benefit from this top-up. Please indicate the amount of this cost. When filling in the budget section, kindly include this expense in the budget section.

1.10 Additional Documentation

Add files

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TEMPLATE

## 2. TIME FRAME

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

Start Date    \_\_\_/\_\_\_/\_\_\_                      (Eligible timeframe 01/01/2024 – 30/06/2025)  
End Date     \_\_\_/\_\_\_/\_\_\_

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

Additional Documentation: + Add files
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### 3. Profiles

CV            Insert CV of applicant

Profile 1	Name	_____
	Role	_____
	Bio Note	_____
	Artist CV	Insert Artist CV of Profile 1

Add Profiles as required

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**Additional Documentation:**  
+ Add files

TEMPPLATE

## 4. Criteria

### Criterion 1: Concept (60 marks)

This criterion considers the concept idea(s) of the proposal, its innovative potential, the relevance of the concept to the contemporary local and international arts scene, as well as the contribution towards the beneficiary's professional development:

- a. Explain the main research question being explored and its goals. Please provide your vision, aims of the research project, anticipated outcomes, and the groundwork that led to the proposal of the concept. (20 marks)
- b. How is this research project relevant and challenging to your artistic development and to your current creative practice? Please provide your trackrecord and portfolio with details about how this project will help in your artistic development. (10 marks)
- c. How is the proposed research project innovative? And how would the grant help you to experiment and push boundaries in terms of the work being proposed and the collaborations involved? What value will the research add to the community being actively engaged with or addressed through the project? Supporting this claim with relevant literature is recommended. (20 marks)
- d. How does your research project relate to Arts Council Malta's long-term vision and mission? (10 marks)

**Mandatory Documentation:**

+ Jobs Plus Employment History document

**Additional Documentation:**

+ Audiovisuals / portfolio showing the applicant's work, if applicable (files larger than 5MB may be provided as a link to a cloud folder)

+ Acceptance letter by relevant institutions, platforms or venues, if applicable

+ Add files

Criterion 2: Project Management and Budget (40 marks)

This criterion considers the level of commitment and preparation prior to the proposal as well as the proposed plan to deliver and achieve aims and targets:

- a. Provide a clear plan of the research methodology which is going to be used during the research period. Provide the rationale for the selected methodology. Include timeframes, workplan with collaborators involved, and a step-by-step plan on how the research project will be developed. (20 marks)
- b. How will this research project achieve its ambition and meet its targets? (10 marks)
- c. Please submit a well-researched and well-planned budget document? (10 marks)

+ Add Letters of intent from collaborators

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 Sabbatical Amount (€20,000)  
Indirect costs  
Training and Development  
Add other expenditure

Income Total amount requested from fund (amount for Sabbatical and any other expenses)  
Add other sources of income as required (if expenditure exceeds the income)

Attach Quotes if available

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