

# Call for Expression of Interest:

Selection of Cultural and Creative Sectors

Representatives for the participation in the Arts Council

Malta Sectoral Representative Working Group



ISSUED: JUNE 2024

# 1. Introduction

In line with its Strategy 2025 plan on stakeholder engagement which places participatory cultural governance at the core of its decision-making, Arts Council Malta (ACM) is seeking expressions of interest to participate in the formation of the new Sectoral Representative Working Group. This addresses specifically Action 12 – Public Investment of ACM’s Strategy 2025 as well as being in line with Arts Council Malta Act of 2015 (8).

ACM is inviting representatives of Malta’s Cultural and Creative Sectors to become members of a Sectoral Representative Group which will be primarily responsible for providing expert advice on the development and implementation of Arts Council Malta’s strategic goals and actions for a 2-year period.

The participants of the Group are expected to be members of sector representative organisations for Malta’s Cultural and Creative Sectors and/or individuals whose experience and expertise would be considered representative of specific sectors within Malta’s Cultural and Creative Sectors. The main duties of the members of the Sectoral Representative Working Group (SRWG) are to:

- act as influential community members who would be able to give valuable advice about specific matters that concern the development and advancement of the Cultural and Creative Sectors in Malta in relation to Arts Council Malta’s remit;
- engage in knowledge-sharing and contribute towards discussions based on the experience and expertise as well as relationship with communities within the Cultural and Creative Sectors;
- contribute to understanding both specific and thematic issues as well as the bigger picture in cultural and creative sectors in order to provide depth, context and suggestions for reflective action;
- support the implementation and actualisation of SRWG reflections and discussions.

Specific tasks may include:

- Contribute towards existing knowledge gaps within Arts Council Malta when it comes to the realities of specific cultural and creative sectors;
- Carry out research if deemed necessary within reasonable parameters;
- Work on set tasks on individual as well as joint bases within the Sectoral Representative Working Group;
- Report and communicate with ACM’s Funding and Strategy team as necessary;
- Attend regular meetings as specified in the Terms of Reference of the Sectoral Representative Working Group;
- Be available to provide critical feedback within reasonable parameters;
- Report to the SRWG with updates on important sectoral developments according to areas of expertise and serve as a channel of Professional advice within the areas of expertise represented in the Sectoral Representative Working Group;
- Offer insights and identify new opportunities and trends which could translate into advice on funding, policy, strategy, governance and communications within the context of ACM’s operational framework;
- Contribute to developing connections between ACM and the communities within the various sectors being addressed by ACM and the Working Group members;

- Act on behalf of the Council upon request

## TIMEFRAMES

DEADLINE	RESULTS	TIMEFRAME
02 August 2024	11 September 2024	2 Years from signing of contract

### 1.1 What will the participation in the Working Group entail?

The SRWG Members will be composed of:

- Two (2) representatives of Arts Council Malta one of which is ACM's Director Funding and Strategy
- Two (2) representatives of Public Cultural Organisations (rotating every 6 months, as nominated by ACM)
- Seven (7) independent representatives from private/voluntary sectoral representative organisations and/or individuals with experience and expertise deemed representative of specific sectors within the Cultural and Creative Sectors which are to be selected by this Call for Expression of Interest.

The expression of interest is being sought from applicants who are interested to be members of the SRWG as **independent representatives** forming part of the Cultural and Creative Sectors (See definition in section 2).

Applicants expressing their interest to participate in the SRWG and are doing so on behalf of an organisation, are to ensure that the organisation:

- Acts on behalf of at least one specific sector within the Cultural and Creative Sectors, that is its objectives are for the advancement and growth of the sector through advocacy, research, activism, support and knowledge transfer and has a track record of such work
- Is based in Malta
- Operates as a voluntary organisation, registered entity or cooperative

The Working Group will entail:

- One monthly meeting
- Other meetings might be held if deemed necessary considering the number of hours that can be allocated by the independent representatives as per contractual obligations
- Will nominate one independent representative in the Lead role which will require collaborating with the Co-Lead representing Arts Council Malta. The role will be in place for two years.



- Will nominate one independent representative as Rapporteur. The role will be in place for two years.
- Setting agendas in accordance to national priorities including Arts Council Malta's priorities
- Deciding upon responses to the general public, stakeholders and media in liaison with Arts Council Malta's Funding and Strategy Team.
- Proposing initiatives and programmes that can be led or facilitated by Arts Council Malta
- Contributing towards policy evaluation, reporting and development as required by Arts Council Malta Funding and Strategy Team

## 2. Definitions

Activities falling within the cultural and creative sector:

1. Arts (literature, visual arts, music, performing arts, interdisciplinary)
2. Creative Business Services (design, architecture, cultural tourism and cultural services)
3. Heritage (crafts, traditional festivals and celebrations, cultural sites, antiques)
4. Media (publishing and printed material, audio-visuals, including film and video production, film servicing, television, video games, radio, online media).

Applicant

- An applicant can be an individual representing an organisation that acts as a representative body of one or more Cultural and Creative Sectors or an individual with substantial experience and expertise in one or more of the Cultural and Creative Sectors, based on the evaluation of his/her CV and portfolio of work.

Application

- An application is a submission, inclusive of all mandatory documents and any annexes to the application form made by an eligible applicant.

Cooperatives

- Cooperatives must be registered with the Cooperatives Board. For more information, visit [maltacooperativefederation.coop/coops/bord-tal-koperattivi](http://maltacooperativefederation.coop/coops/bord-tal-koperattivi).

Creative practitioners

- All artistic and creative individuals undergoing formation or who are already practicing within the cultural and creative sectors.

Eligibility

- Applications will first be screened in terms of technical eligibility by the fund administrators and managers. Applications are screened to determine eligibility in terms of Section 3 of these guidelines. Proposals which are not considered eligible shall not be processed further and shall not undergo evaluation.

Evaluation

- Applications deemed compliant and eligible are evaluated against the criteria established in these guidelines by the appointed evaluators.



#### Individual

- Individuals applying for a grant must be Maltese citizens; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of a Maltese passport.

#### Management and administration:

- Arts Council Malta is responsible for the implementation and management of this call. All official correspondence, including the online submission of applications or updates to awarded proposals, must be sent to the address indicated in these guidelines.

#### Mandatory documentation:

- Any document(s) needed to support your proposal and aiding the evaluation of your application (eg. track records, portfolios, artistic CVs, official correspondence, permits or other)

#### Public Cultural Organisations

- Public cultural entities which fall under the remit of Arts Council Malta are Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, Valletta Cultural Agency, Malta International Contemporary Arts Space, Festivals Malta, National Agency for Performing Arts.

#### Registered entities

- An entity legally established and registered in Malta. Registered entities must be registered with the Malta Business Registry, in accordance with the Companies Act requirements in the case of a company or a partnership, and in accordance with the Civil Code in the case of a Foundation and an Organisation/Association.

#### Voluntary organisation

- An organisation which is legally 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 (<http://www.maltacvs.org>). The applicant must be a legally authorised representative of the organisation.

## 3. Eligibility

Applications will first be screened in terms of technical eligibility. Ineligible applications in terms of the points below shall not be processed further and shall not undergo evaluation.

### 3.1 Who can apply?

Applicants may be one of the following:

- Creative practitioners/individual artists
- Entities registered with the Malta Business Registry (including companies, partnerships, foundations, and organisations/associations)
- Registered cooperatives
- Voluntary organisations enrolled with the Commissioner for Voluntary Organisations.

Furthermore, applicants expressing their interest to participate in the SRWG are to fulfill the following. In the case that the applicant is an organisation, it needs to nominate an individual who fulfills the following :

- Have at least 5 years experience in one or more sector/s within Malta’s Cultural and Creative Sectors on a professional level
- Have a collective interest in the advancement and sustainability of one or more sector/s within Malta’s Cultural and Creative Sectors
- Be able to provide constructive and critical feedback, advice and innovative approaches to Arts Council Malta’s decision-making based on evidence, expertise and experience
- Be effective communicators
- Have evidence of being influential, favourable reputation and having access to pertinent social networks, within Malta’s Cultural and Creative Sectors
- Embrace and uphold the principles of Cultural Rights especially in relation to inclusion, equity, diversity, artistic freedom and economic/social rights of artists and creative/cultural practitioners
- Have familiarity with Arts Council Malta’s Strategy and Malta’s National Cultural Policy
- Have excellent command of Maltese and English languages.

### 3.2 Who cannot apply?

- Applicants whose profile on the ACM’s CRM is not verified due to it being an incomplete profile 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 in the case of a voluntary organisation.
- Applicants who do not qualify under the definition of applicant for this specific call.
- Applicants/ receiving local public funds through established Government line-votes.
- In the case of registered entities, entities who have not presented the required annual documentation to the Malta Business Registry.
- In the case of voluntary organisations, voluntary organisations which are:
  - not enrolled with the Commissioner for Voluntary Organisations;
  - who have not presented their updated accounts to the Commissioner for Voluntary Organisations;
  - which do not have a registered address in the Maltese Islands.

### 3.4 What applications are not eligible?

- Applications from applicants not fulfilling section 3.1 of these guidelines
- Applications submitted after noon (12:00) of the respective day of deadline
- Applications submitted by public entities with or without a line vote
- Incomplete applications. Refer to Section 5.1 – Checklist

## 4. Evaluation

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

1. Experience
2. Qualifications
3. Motivation stated for joining working group (as per the application form)
4. Potential contribution to working group (as per the application form)
5. Sector Representation

Shortlisted applicants will be invited for an interview after which the final selection of seven participants will be made.

## 5. Submitting the application

Follow these steps to apply as a host:

1. Read these guidelines and regulations very carefully.
2. Check whether you are eligible to apply.
3. Press the [link](#) that will take you to the online application system.
4. If you do not have a profile, create your profile with Arts Council Malta by clicking on 'Register' and filling in the details. Applicants are required to register a profile on the ACM's CRM at least two weeks prior to the deadline of the call.
5. From the Open Calls section, select the application for the expression of interest
6. Fill in all the required information from the online application and attach the supporting documentation.
7. Submit the application. You will be receiving an acknowledgement following the submission. 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, 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 Council discretion to request that applicants provide any missing mandatory documentation following the call deadline.

Upon the submission of the application, applicants accept that should the applicant be selected, the name can be published by the Council.

A decision on the selection will be made on the strength of the submitted information, including documentation in support of the proposal as well as the interview.

Applications handed in after 12.00 (noon) of the respective deadline cannot be accepted.

## 5.1 Checklist

In order to be complete applications must be accompanied by:

- A copy of the VAT registration certificate
- A detailed CV
- A portfolio of work highlighting sector experience and expertise
- A portfolio of the work carried out by the organisation being represented (if applicable)
- A copy of the relevant qualifications
- A complete application form as per CRM
- In the case of a Voluntary Organisation that does not carry out economic activities, a declaration explaining that the Voluntary Organisation does not carry out economic activities and that the applicant will be representing the Voluntary Organisation (In this case, the individual representing the Voluntary Organisation must indicate their VAT number and details of their registration).
- If applicable, a most recent Good Standard certificate of Registration. This document is renewed annually by the Malta Business Registry and is proof of compliance
- Two reference letters from individuals that are active in the cultural and creative sectors.

## 6. Evaluation process

This call is competitive and will be assessed by an interviewing board according to the established criteria.

### 6.1 Interview session

The aim of the interview session is to provide an opportunity for applicants to make a case for participation in the SRWG. The applications would already have been reviewed by the evaluation board before the interview.

### 6.2 Communication of results

On the day indicated on page 2, you will receive your result notification from Arts Council Malta.

If you have any difficulties concerning your results, you should email us on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt) 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 an application.



All information received by the managers 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.

## **7. Contract**

The selected applicants will be awarded a two (2) year Contract for Service for a minimum of one hundred twenty-five (125) hours per year, with the possibility to renew for a further period of two (2) years, at the discretion of Arts Council Malta.

The remuneration is of five thousand euros (€5,000) excluding VAT, but including any other taxes or charges, per year, calculated on the frequency of meetings held.

Payment will be processed every six months by Arts Council Malta on receipt of an invoice with a valid VAT number (in the case of an applying organisation, the invoice must be issued by the organisation – In the case of a Voluntary Organisation that is not registered for VAT, the individual representing the Organisation needs to issue an invoice). The payment will be subject to an agreed minimum engagement as per the tasks stipulated above (see section 1.1) – which will be specified in the contract.

### **7.1 Reporting**

At the end of each quarter, the Rapporteur nominated by the Working Group will be required to submit a quarterly report on the developments based on the work carried out by all the participants.

Any other reporting requirements will be expected within the parameters of the contracted hours.

The Council retains the right to make use of submitted material.

## **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 of Funding and Strategy, Arts Council Malta on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt) 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, the Council 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?

Arts Council Malta 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 and get in touch with us at least four 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 to send us an email on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

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