



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2021	Application Reference Number: SUS ____ / 22 / ____

Seat Utilisation 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 Euro 15,750)

Reference Number

TEMPLATE

1. GENERAL INFORMATION

1.1 Event title _____

1.2 Event type _____

1.3 Event Description

Please provide overview of proposed event

1.4 Did you ever benefit from public funds?

Yes

No

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

1.6 Additional Documentation

Add files

TEMPLATE

2. TIME FRAME

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

Start Date ___/___/____ (Eligible timeframe 01/12/2021 – 31/12/2021)*
End Date ___/___/____

Event 1 Date: ___/___/____ Duration: Venue:
(Add events as required)

Mandatory documents:

+ Add a declaration signed by the venue indicating the full seating capacity of the venue and the current seating capacity due to public health restrictions

<p>Additional Documentation:</p> <p>+ Add a signed declaration signed by the venue or the MTA approved risk assessment</p> <p>+ Add files</p>

***There shall be a total of seven calls throughout the scheme. Please refer to the guidelines and regulations for the deadline, and eligible timeframes of each call.**

3. Profiles

CV Insert CV of applicant

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

Add Profiles as required

Additional Documentation:
+ Add files

TEMPLATE

4. Eligibility Self-Declaration

By submitting this application I hereby declare that:

- The project/event is not receiving seat compensation through any other public funding initiatives
- All applicable standards issued by the Health Authorities are observed
- The event/s will take place within the eligible timeframe
- The event/s are solely of a cultural and artistic nature
- Any requested documentation to support this application will be provided
- A formal risk assessment or a venue declaration will be presented at least five days prior to the event

In the case of false declaration, I assume full responsibility of the applicable consequences.

Additional Documentation:

+ Add a most recent good standing certificate of registration (applicable only for registered companies)

+ Add files

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5. Ticketing Information

5.1 Add VAT Certificate of Registration

Upload file

5.2 Add the document featuring the main trade classification with NACE code

Upload file

5.3 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 the applicable consequences.

5.4

Expenditure Amount requested for event 1

Amount requested for event 2

Amount requested for event 3

Income Total amount requested from fund

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.

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