



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

THEATRE COMPANY PROGRAMME

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 100,000. Applicants may request up to 80% of the project expenditure)

Reference Number

Project Title _____

1. GENERAL INFORMATION

1.1 Primary area of activity _____

1.2 Secondary area of activity _____

1.3 Programme Description

Please provide overview of proposed programme of activities

1.4 Programme Description Summary

Provide a summary of the programme description in not more than 150 words. Should the proposal be awarded funding, this description will be featured on artscouncil.mt

1.5 Did you ever benefit from public funds?

Yes No

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

1.7 Additional Documentation

+ Add files

2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including approvals, safety requirements and maintenance.

Start Date ___/___/___ (Eligible timeframe 01/01/2024 – 31/12/2026)
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	_____
	CV	Insert CV of Profile 1

Add Profiles as required

Mandatory Documentation:

+ Letters of intent from collaborators

Additional Documentation:

+ Proof of the organisation’s/company’s legal registration (if applicable)

+ Good Standing certificate of Registration (if applicable)

+ Add files



4. Criteria

Criterion 1: Artistic Vision and the Space (35 marks)

This criterion evaluates the concept and intended use of the space, looking for innovative ideas, experimental approaches, potential community engagement and potential sustainability, and legacy of the space. It considers how the space will be utilized to develop new work, collaborate with other artists, and contribute to the growth of the local theatre scene.

Questions for the application:

- a. Provide a strategic plan for the space during the years covered by the programme. This should include your vision, its goals, and the artistic programme related to the space. (15 marks)
- b. Describe how you will be utilising the space to develop new work foster artistic experimentation and create impactful theatrical experiences. (10 marks)
- c. How do you plan to collaborate with other artists or engage the local community in your use of the space? Please elaborate on how you plan to mentor the proposed young theatre troupe/ensemble/company. (10 marks)

Applications must score a minimum of 20 marks in criterion 1 to be considered for funding.

Mandatory Documentation:

- + Audiovisuals/portfolio showing the applicant's work, as relevant to the proposal. (Audiovisuals up to 5MB may be uploaded directly in the application form. Larger files these may be provided as a link)
- + Track record of the proposed young theatre troupe/ensemble/company
- + Track record of the applicant ensemble-based theatre company

Additional Documentation:

- + Acceptance letter by institution, platform, or venue (if relevant)
- + Add files

Criterion 2: The Space (35 marks)

The suitability of the proposed space for the theatre company's needs, including its availability, accessibility, and adequacy for rehearsals and performances is assessed under this criterion. It evaluates how well the space aligns with the company's artistic vision and the potential for fostering creative exploration.

Questions for the application:

- a. Describe the proposed space and its suitability for rehearsals and performances. Why was this space identified? (15 marks)
- b. How does the chosen space align with your theatre company's artistic vision and creative goals? (10 marks)
- c. What measures have you taken to ensure the accessibility and inclusivity of the space for performers and audience members? (5 marks)
- d. Is the space available for medium to long-term investment? Does the space have the potential to make a significant impact on our cultural ecosystem? (5 marks)

Mandatory Documentation:

- + An architectural plan of the proposed space tale quale;
- + Existing site plan of the space;
- + A proposed drawing/3D rendering of the space;

Additional Documentation:

- + The space rental agreement or a declaration form, signed by the legal representative of the space (if applicable)
- + Insurance policy document (if applicable)
- + Add files

Criterion 3: Management of Funds (15 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. It assesses the company's ability to effectively manage the allocated funds, including financial accountability, transparent reporting, and responsible resource allocation. It looks for a well-structured plan to ensure the sustainable and efficient use of the fund's resources.

Questions for the application:

- a. Are there any necessary permits, and other legal, ethical, and administrative matters to be addressed? (5 marks)
- b. What is the degree of flexibility in the planning, given the risks and uncertainties? What are the mitigation measures envisaged in view of the identified risks? (e.g. contingency plans, risk assessments, health and safety measures, possible adjustments that may take place). (5 marks)
- c. What strategies will you implement to maximize the impact of the programme and ensure its long-term sustainability? (5 marks)

Additional Documentation:
+ Add files

Criterion 4: Budget (15 marks)

This criterion considers how well-planned and realistic the presented budget plan is.

Questions for the application:

- a. Please provide a clear budget breakdown including expenses directly related to the proposed programme. Kindly explain the rationale for the expenses of the programme. (15 marks)

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 for the applicable consequences.

5.3 Expenditure Rental of exclusive rehearsal and performance spaces
Fees for programme-related expenses
Venue Management Fees
Add other expenditure

Income Total amount requested from fund
Add other sources of income

Attach Quotes if available
