



| FOR OFFICE USE ONLY                        |  |
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| Application received on:<br>____/____/2024 | Application Reference Number:<br>TSS____/24/____ |

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

Reference Number

Project Title \_\_\_\_\_

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## 1. GENERAL INFORMATION

1.1 Primary area of activity \_\_\_\_\_

1.2 Secondary area of activity \_\_\_\_\_

1.3 Project Description

Please provide an overview of the proposed project

1.4 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](http://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

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## 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 17/01/2025 – 31/12/2026)  
End Date     \_\_\_/\_\_\_/\_\_\_

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

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| Additional Documentation:<br>+ Add files |
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## 4. Criteria

### Criterion 1: The Upgraded Space (35 marks)

This criterion evaluates the proposed improvements of the community theatre space and how these will enhance the accessibility, inclusivity and sustainability of the space and foster collaborative partnerships.

#### Questions for the application:

- a. Provide a strategic plan for the improvements of the community theatre space during the period covered by the scheme. This should include the vision and goals related to the proposed improvements. (This should also include evidence of how the proposal considers the principles within the Right to Culture – Resource Kit and the Charter for the Status of the Artist as in Section 1).
- b. How will the proposed improvements:
  - i. align with the overall goal of upgrading the community theatre space?
  - ii. improve the safety, accessibility, or functionality of the space?
  - iii. promote environmentally responsible upgrades?
  - iv. contribute to long-term sustainability objectives?
- c. How do you plan to collaborate with other creative practitioners to engage the local community in your use of the community theatre space?

#### 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:

- + Insurance policy document, if applicable
- + Add files

Criterion 2: The Space (35 marks)

This criterion evaluates the benefits of the proposed improvements to the community theatre space and its' users whilst considering the viability of the project.

*Questions for the application:*

- a. How will the improvements significantly benefit the users of the space?
- b. Will these improvements offer long-lasting benefits? What are the long-term maintenance needs of the improvements?
- c. Are the proposed improvements technically viable given the current condition of the space?
- d. How will the applicant ensure that the improvements will be completed within the eligible timeframe?

Additional Documentation:  
+ 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 applicant'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?
- 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).
- c. What strategies will you implement to maximize the impact of the upgraded space and ensure its long-term sustainability?

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 project. Kindly explain the rationale for the expenses of the project.

**Mandatory Documentation:**  
+ A detailed budget breakdown and/or a bill of quantities to support the budget

**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 for the applicable consequences.

5.3 Please select the applicable NACE code

- R90.01
- R90.02
- R90.03
- R90.04

Add a document showing the NACE code category of the applicant  
For queries about your NACE Code visit: <https://nso.gov.mt/nsos-business-register/>

5.4 Expenditure Architect's Fees  
Add other expenditure

Income Total amount requested from fund  
Add other sources of income

Attach Quotes if available

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