



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2025	Application Reference Number: AHS ____/25/ ____

Artistic Heritage Scheme

Application Form

Name of the organisation: _____

Project title: _____

Date of Application submission: _____

Amount Requested: _____

(The maximum that can be requested is:

- **€8,000 in the case of an application submitted by a Band Club and a Feast Musical Society**
- **€5,000 in the case of an application submitted by a Fireworks Factory**
- **€5,000 in the case of an application submitted by a Semi-permanent feast decorations association**
- **€2,500 in the case of an application submitted by an organisation working in a fireworks factory which is not the property of the same organisation)**

Applicants may request up to 100% of the project expenditure)

1. GENERAL INFORMATION

1.1 Project title _____

1.2 Name of Lead Applicant _____

1.3 The objectives of the voluntary organisation
Upload the part of the statute that clearly outlines the objectives of the voluntary organisation.

1.4 Description of the proposal

Provide a brief description of the proposal

1.5 Have you benefited from public funds in the past?

☐ Yes

☐ No

1.6 If yes, provide the name and details of the public funds received in the last three (3) years.

1.7 Additional Documents

+Add document

This section is applicable only in the case of a fireworks factory.

In the case of an organisation working in a fireworks factory not owned by the same organisation, this should provide details of the fireworks factory where it operates.

Name of the Fireworks Factory _____

Fireworks Factory Number _____

Address of the Fireworks Factory _____

Date of when the fireworks factory permit was issued _____

Provide a copy of the receipt issued by the Weapons Office

+Add document

Provide a Declaration from the Secretary of the Voluntary Organisation stating that the fireworks factory is owned by the same organisation

In the case of an organisation working in a fireworks factory not owned by the same organisation, a signed declaration must be submitted by Licensee A of the fireworks factory, stating that the members of this organisation work under his supervision.

+Add document

2. Time Frame

Provide details related to the timeline of the proposal: Provide a breakdown of the phases or key activities of the project.

Project Start Date DD/MM/YYYY (Eligible Time Frame-
Project End Date DD/MM/YYYY 09/05/2025 - 09/05/2026)*

<p>Phase 1: _____</p> <p>From: DD/MM/YYYY to DD/MM/YYYY</p> <p>Description:</p>
<p>Phase 2: _____</p> <p>From: DD/MM/YYYY to DD/MM/YYYY</p> <p>Description:</p>
<p>(+ add another phase)</p>

<p>Additional Documents:</p> <p>+Add document</p>

*The eligible timeframe for the second call is between 14/11/2025 – 14/11/2026.

3. Profile

CV Provide the applicant's CV

Profile 1 Name _____
 Role _____
 Bio Note _____
 CV Insert CV and/or portfolio of Profile 1

+ Add as many profiles as required

N.B It is important to provide the profile of the Licensee of the fireworks factory

3.1 In the case of a fireworks factory
Add a copy of the identity card of Licencee A (front and back)

3.2 In the case of an association working in a fireworks factory not owned by the
 same association,
Add a copy of Licence A or Licence B

Additional Documents:
+Add document

4. Criteria

4.1 Criterion 1: The Concept (40 marks)

This criterion considers the artistic idea(s) of the proposed project or activity as well as its goals and objectives as regards the applicant. The application will also have to refer to any professional development plan and to capacity building that form part of the proposal. As such, the following points should be addressed:

- Project context (20 marks)
- The goals and objectives of the project (10 marks)
- A detailed and concise description of all that the project entails, including all the specific activities related to it (10 marks)

Evidence:

Provide the artistic, audiovisual material, samples, plans, photos, or evidence designs or drafts of the proposal as the case might be.

+Add document

Additional Documents:

- + Artistic designs or sketches
- + Add document

4.2 Criterion 2: Project management (20 marks)

This criterion considers the level of commitment and preparation before the presentation of the proposal as well the proposed plan to deliver your project and achieve its goals and aims. As such, the timeframe for the achievement of the results and other relevant timeframes should be noted down clearly and justified as necessary, together with the pertinent management risks. In this regard, the following questions should be addressed:

- How are you planning to deliver this project? (e.g. timeframes, workplans, responsibilities, the skills and track records of the persons responsible for project management, the logistical plan) (10 marks)
- Are there any permits necessary, author copyright issues, and legal, ethical, or administrative issues which you need to address? (10 marks)

Add the required permits:

In the case of a fireworks factory, provide a declaration signed by the architect confirming that all necessary permits have been obtained.

+ Add document

4.3 Criterion 3: Audience involvement (20 marks)

- This criterion considers the involvement and the development of established and/or new audiences. Involvement refers to the role, the nature of the involvement, as well as the experiences offered to the audiences. Audiences can include groups of internal and/or external interested parties, according to the nature of the project or activity proposed. For example, if the primary goal of a project is that of capacity building, audiences can include collaborators and whichever other participants involved in the process. If the project involves a public event or production, audiences can include general members of the public. This criterion emphasises the level of involvement in accordance to what is being proposed by the applicant(s) in line with the following question:
- Which are your target audiences (internal and/or external) and how will they be reached? (20 marks)

Additional Documents:
+ Add document

4.4 Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented planned budget is. It also considers efforts made to obtain funds from other sources. The following question has to be addressed:

- What are the expenses in the budget directly and indirectly tied with the delivery of the proposed project or activity? (20 marks)

Additional Documents:
+ Add documents

5. Budget

- 5.1 Add a copy of the VAT registration certificate or a declaration signed by the secretary of the organisation.

In the case of an applicant that does not carry out economic activities, a signed declaration from the secretary explaining this should be provided.

- 5.2 Select as applicable

- Registered under article 10
- Registered under article 11 (exempt)
- Do not carry out economic activity and therefore not registered for VAT

- 5.3 Select the type of application

- application for a Band club or a Feast Musical Society– Budget €8,000
- application for a Fireworks Factory – Budget €5,000
- application for a Semi-Permanent Feast Decorations Association – Budget €5,000
- application for an organisation working in a fireworks factory which is not the property of the same organisation – Budget €2,500

Expenses

Artistic fees

Contingency (10% of the budget expenses)

+ Add other expenditure

Income

Total amount requested from fund

+ Add other sources of income

The expenses and income should be equal.

Include quotations covering all project expenses.

- 5.4 Declaration

- ☐ I, on behalf of the Voluntary Organisation, am submitting this proposal and request that it is considered and evaluated.
- ☐ I understand that for funding to be granted, the proposal needs to be complete and in line with the guidelines published by Arts Council Malta.
- ☐ I declare that the sole beneficiary of these funds will be the Voluntary Organisation that I represent.