



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

# Arts in School Scheme

## APPLICATION FORM

Name of Applicant \_\_\_\_\_

Title of Application \_\_\_\_\_

Date and time of Application submission \_\_\_\_\_

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 5,000. Applicants may request up to 100% of the project expenditure)

\_\_\_\_\_

Reference Number \_\_\_\_\_

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### 1. GENERAL INFORMATION

1.1 Project type \_\_\_\_\_

1.2 Primary area of activity \_\_\_\_\_

1.3 Secondary area of activity \_\_\_\_\_

## Arts in Schools Scheme

### 1.4 Education Level

- ☐ Early Years
- ☐ Primary
- ☐ Middle
- ☐ Secondary
- ☐ Post Secondary
- ☐ Tertiary

### 1.5 Project Description

Insert Project Description

### 1.6 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](https://artscouncil.mt)

### 1.7 Did you ever benefit from public funds?

☐ Yes

☐ No

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

Additional Documentation:  
+ Add files

TEMPLATE

## 2. TIME FRAME

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

Start Date DD/MM/YYYY (Eligible timeframe 01/09/2025 – 31/07/2026)

End Date DD/MM/YYYY

Step 1: \_\_\_\_\_

From: DD/MM/YYYY to DD/MM/YYYY

Description:

Step 2: \_\_\_\_\_

From: DD/MM/YYYY to DD/MM/YYYY

Description:

(Add steps as required)

Additional Documentation:  
+ Add files

### 3. Profiles

CV                      Insert CV of applicant

Profile 1            Name                      \_\_\_\_\_  
                         Role                                      \_\_\_\_\_  
                         Bio Note                                      \_\_\_\_\_  
                         CV    Insert CV of Profile 1

Add Profiles as required

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**Mandatory Documentation**  
**+ POMA Clearance or Police Conduct**

**Additional Documentation:**  
**+ Add files**

## 4. Criteria

### Criterion 1: Concept (40 marks)

This criterion considers the impact on students' personal development and active engagement in creativity and the arts. Proposals should explore innovative concepts for the engagement of students in a creative environment (This should also include evidence on 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 of the Guidelines and Regulations).

i. For early years and primary education:

Projects that involve students in the creative process. The use of creativity and exposure to new art forms, skills and techniques as well as teamwork and inclusivity to reach creative objectives set through the project will be considered.

For middle schools, secondary and post-secondary school and tertiary education institutions:

Projects that call on the students' creative skills in engaging within the projects' processes, from the planning and developing stage to the implementation of the project itself. The use of newly acquired skills and techniques as well as teamwork and inclusivity to reach creative objectives set through the project will be considered. (20 marks)

ii. For early years, primary schools, middle and secondary school:

Projects which promote new and innovative ideas and expose students to different application of the arts in new contexts, formats, or places. Experimentation, technology, media and student interaction are considered favourably. Projects which complement the curriculum through an interdisciplinary and creative approach for students, educators and creative practitioners alike.

For post-secondary schools and tertiary education institutions:

Projects which push the boundaries of traditional arts, promote new and innovative ideas and help students use the arts in new contexts, formats or places. Experimentation, technology, media and audience interaction are considered favourably. (20 marks)

Additional Documentation:  
+ Add files

## Criterion 2: Project Management (20 marks)

This criterion considers the opportunities for students to participate and contribute during each phase.

- i. Proposals which maximise the institutions' artistic development opportunities and bring added value to the institution through the outcome and end result. (10 marks)
- ii. Projects which help to develop students' creative skills, including new ways of carrying out tasks, exploring different perspectives and problem solving and respond to the different needs and capabilities of students while offering different learning methods and pedagogies. (5 marks)
- iii. Projects which expose students to different application of the arts, which may increase participation in the arts at school as well as within the community. Such projects may also increase opportunities for students who do not usually engage in arts or cultural activities. (5 marks)

Mandatory Documentation:  
Letter of Intent from collaborators, partners and potential venues

Additional Documentation:  
+ Add files

### Criterion 3: Audience Engagement (20 marks)

This criterion considers the creation of new networks and collaborations as well as the development of existing ones.

- i. Collaborations with one or more identified creative practitioners to maximise the potential outcomes of the project. This criterion will consider the level of collaborations proposed as well as their relevance to the development and implementation of the creative project proposed. (10 marks)
- ii. Projects which encourage interaction between students, the institution, the local community and the artistic scene. (10 marks)

Additional Documentation:  
+ Add files

### Criterion 4: Budget (20 marks)

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

- i. Please provide a clear budget breakdown including expenses directly related to the proposed project. Kindly explain the rationale for the expenses of the project. (20 marks).



Additional Documentation:  
+ Add files

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TEMPLATE

## 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)
- ☐ Not registered for VAT

\*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

Artistic Fees  
Contingency (not exceeding 10% of the total budget)  
Indirect costs (not exceeding 5% of the total budget)  
Add other expenditure

Income

Total amount requested from fund  
Add Other sources of income

Attach Quotes if available

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