



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2025	Application Reference Number: CAH2____/25/____

# CULTURE AND HEALTH PLATFORM FUND FOR THE MALTESE ISLANDS

## STRAND 2 – PROJECT IMPLEMENTATION

### APPLICATION FORM

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 9,000. Applicants may request up to 100% of the project expenditure)

Reference Number

Project title \_\_\_\_\_

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### 1. GENERAL INFORMATION

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

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

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

1.4 Project Description

Insert a description of the creative project.

1.5 Project Description Summary

Provide a summary of the benefits of the project in not more than 150 words. Should the proposal be awarded funding, this description will be featured on [www.artscouncil.mt](http://www.artscouncil.mt).

1.6 Did you ever benefit from public funds?

☐ Yes

☐ No

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

Additional Documentation

+ Add files

## 2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including preparatory work.

Start Date    \_\_\_\_/\_\_\_\_/\_\_\_\_    (Eligible timeframe 11/07/2025 – 10/07/2026)  
End Date    \_\_\_\_/\_\_\_\_/\_\_\_\_

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

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Description:

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

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Description:

(Add steps as required)

Additional Documentation:  
+ Add files

CV                      Insert CV of applicant

N.B. You must add the Profile of the Partnering Healthcare or Social Care Entity –  
And add a profile for each emerging artist involved in the project

Add Profiles as required

- + Proof of the organisation's / company's legal registration (if applicable)
- + A most recent Good Standing certificate of Registration (if applicable)
- + Add files

## 4. Criteria

### Criterion 1: Concept (30 marks)

This criterion reflects the concept of the application; the aims, objectives, and outcomes of the proposal; and the relevance of the concept to the remit of this fund.

- Please provide a detailed description of the concept proposed vis-à-vis the priorities of this fund, as identified above. Clearly define the aims, objectives and expected outcomes of this project. (10 marks)
- Clearly define the concept's relevance vis-à-vis the development of the artists involved, as well as to the benefit of the partner organisations. (10 marks)
- Please provide a description of the co-creative process proposed to achieve the desired outcomes together with the intersectoral collaborators identified (This should also include evidence of how the proposal gives due consideration to the principles linked to the Right to Culture – Resource Kit and the Charter for the Status of the Artist as in Section 1 of the scheme's Guidelines & Regulations). (10 marks)

#### Mandatory Documentation:

+ Add a detailed description of the proposed concept

#### Additional Documentation:

+ Add files

### Criterion 2: Engagement (25 marks)

This criterion reflects the level of engagement with established communities, as well as the strength of the proposed dissemination plans.

‘Engagement’ refers to the role, the nature of involvement, and the experience offered to the participants that may also be reached through participatory artistic approaches. Projects should be supporting at least eight encounters with the communities identified, in order to ensure maximum effectivity.

- Please provide the plan of engagement and collaboration proposed vis-à-vis the health entities/organisations identified. (10 marks)
- Please elaborate on the core audiences (internal and/or external) of the project proposed to benefit the health and well-being of the participants targeted. How will these audiences be reached? (10 marks)

- c. Please provide an outline of the marketing, PR and communications plan as applicable to the proposed activity and supporting the general advocacy for the intersection between Culture and Health. (5 marks)

**Mandatory Documentation:**

+ Add the plan of engagement and collaboration

**Additional Documentation:**

+ Add the Marketing, PR and Communications plan

+ Add audiovisuals (or a link in case of files exceeding 5MB) if applicable

+ Add files

**Criterion 3: Project Management (25 marks)**

This criterion reflects the level of commitment and preparation in the run-up to the proposal, as well as the proposed plan to deliver and achieve the activity's aims and targets.

- a. Please submit a plan for the delivery of the proposed activity. (Kindly include step-by-step time frames, methodology, work plans, respective roles and responsibilities within the project, skill sets, track record, portfolios, logistics plans, as applicable). (5 marks)
- b. Please submit a letter of intent issued by a host/partnering organisation. The letter of intent must include a brief summary of the roles and responsibilities that are being committed. It must also outline the host's motivation in participating in the project. The host/partnering organisation must also submit their track record and ambitions in the field of culture and health. The host/partnering organisation shall be non-cultural, for example from the Health and Social sectors. Are there any necessary permits, copyright issues and other legal, ethical and administrative matters to be addressed? (10 marks)
- c. What is the degree of flexibility in the planning, given the relevant risks and uncertainties? What are the mitigation measures envisaged in view of the identified risks? (contingency plans, risk assessments, health and safety measures, possible adjustments that may take place). (5 marks)
- d. Please explain the relevance of the proposal to your track record as well as to your ambitions and aspirations in the culture and health field. (5 marks)

**Mandatory Documentation:**

- + A signed letter of intent from the healthcare or social care entity hosting the project
- + A signed letter of intent from each collaborator

**Additional Documentation:**

- + Add files

**Criterion 4: Budget and sustainability (20 marks)**

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

- Is the application, including the budget presented, well-researched and well-planned? (10 marks)
- Are the objectives of the project clearly reflected throughout the application and financial plan? (10 marks)

**Additional Documentation:**

- + Add files

## 5. Budget

- 5.1 Add VAT Certificate of Registration  
[If the applicant does not carry out economic activity and is not registered for VAT a declaration indicating this is to be uploaded in this field]  
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 of with the applicable consequences.

- 5.3 Download the De Minimis Form through the below link, fill it in, and sign.

[Press to download form](#)

For queries about your NACE Code visit: <https://nso.gov.mt/nsos-business-register/>

Upload the filled in and signed De Minimis declaration form

Expenditure      Artistic fees  
                         Add other expenditure

Income            Total amount requested from fund  
                         Add Other sources of income

Attach Quotes if available

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