



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

INTERNATIONAL PARTICIPATION 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 2,000. Applicants may request up to 100% of the project expenditure)

Reference Number

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

Deadline: 25th February 2025 (noon) and 23rd September 2025 (noon)

1.4 Project Description

Insert Project Description

1.5 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.

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 travelling and training activities.

Start Date ____/____/____ (Eligible timeframe 11/04/2025 – 10/04/2026)*
 End Date ____/____/____

Step 1: _____ From: ____/____/____ to ____/____/____ Description:
Step 2: _____ From: ____/____/____ to ____/____/____ Description: (Add steps as required)

*The eligible timeframe for the second call is between 31/10/2025 – 30/10/2026

Additional Documentation:
 + Add files

Deadline: 25th February 2025 (noon) and 23rd September 2025 (noon)

3. Profiles

CV Insert CV of applicant

Profile 1	Name	_____
	Role	_____
	Bio Note	_____
	Artist CV	Insert Artist CV of Profile 1

Add Profiles as required

Mandatory Documentation:

+ Add a most recent Good Standing Certificate (in the case of a registered entity)

Additional Documentation:

+ Add files

4. Criteria

Criterion 1: Concept (40 marks)

In terms of this scheme, this criterion considers the artistic idea(s) of the proposal, the international collaborators involved, the relevance of the concept with regards to international exchanges and exposure, as well as the contribution towards the participants' artistic development

- a. Will this concept encourage the applicant to engage in a professional international context? Is the proposed international platform relevant to the applicant's artistic development? (Applicants should also consider how the proposal aligns with the principles within the Right to Culture – Resource Kit and the Charter for the Status of the Artist as in Section 1 of the G&Rs) (20 marks)
- b. How strong are the artistic track records of the applicant and the collaborators involved in the project (as presented in CVs, artistic portfolios and other supporting material)? (20 marks)

Criterion 2: Project Management (20 marks)

In terms of this scheme, this criterion considers the level of commitment and preparation prior to the funding application, as well as the proposed plan to deliver and achieve the aims targeted.

- a. How strong is the plan to implement the project?

(Applicants are to include timeframes, the skills and track record of individuals/groups managing and participating in the project, their role(s) in the project, possible risks envisaged and contingency plans.)
(20 marks)

Criterion 3: Audience Engagement (20 marks)

Additional Documentation:

- + Letters of intent from collaborators and potential venues
- + Add files

In terms of this scheme, this criterion considers the engagement and the development of international audiences. Engagement refers to the role, the nature of involvement and the experience offered to the audience.

- a. Who are your target audiences? How will these audiences be reached and engaged with?
(10 marks)
- b. Kindly provide information and plans on how you aim to develop new international audiences. You are also required to provide an outline of the marketing, PR and communications plan.
(10 marks)

Additional Documentation:
+ Add files

Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is. To make a stronger case in terms of this criterion, you are required to provide quotations to substantiate the budget items (please refer to the budget template further below)

- 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. (20 marks).

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.

ð 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 Expenditure Fees directly related to project implementation
Artistic fees
Add other expenditure

Income Total amount requested from fund
Add other sources of income

Attach Quotes if available