



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2026	Application Reference Number: IPS ____ / 26 / ____

# 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

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### 1. GENERAL INFORMATION

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

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

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

Deadline: 3<sup>rd</sup> March 2026 (noon) and 23<sup>rd</sup> September 2026 (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](http://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 17/04/2026 – 16/04/2027)\*  
End Date     \_\_\_/\_\_\_/\_\_\_

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

\*The eligible timeframe for the second (2nd) call is between 06/11/2026 – 05/11/2027

<b>Additional Documentation:</b> + Add files
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Deadline: 3<sup>rd</sup> March 2026 (noon) and 23<sup>rd</sup> September 2026 (noon)



## 4. Criteria

### Criterion 1: Concept (40 marks)

This criterion considers the artistic idea(s) of the proposal, the relevance of the concept with regards to international mobility and exposure as well as the contribution towards the participants' artistic development. Thus the following questions are to be addressed in not more than 500 words:

- 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 Guidelines & Regulations) (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)? (15 marks)
- c. What are the plans beyond the implementation of this proposal? (5 marks)

#### Mandatory Documentation:

- + The applicant's portfolio showing the artistic ability of the applicant. Audiovisuals up to 5MB may be uploaded directly in the application form. Larger files may be provided as a link.
- + An audio of audiovisual file not exceeding 5 minutes in which the applicant provides a short description, a rationale and/or motivation for submitting this proposal
- + Add files

Criterion 2: Project Management (20 marks)

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 targeted objectives. Thus, the following question is to be addressed in not more than 300 words:

- 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)

**Mandatory Documentation:**

- + Signed letters of intent from collaborators and potential venues
- + Acceptance letter by institutions or platforms, if not available at the time of application the applicant must provide a justification
- + Add files

Criterion 3: Audience Engagement (20 marks)

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. Thus the following questions are to be addressed in not more than 300 words:

- 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). Thus the following questions are to be addressed in not more than 300 words:

- a. Provide a clear budget breakdown including expenses directly related to the proposed project. Kindly explain the rationale for the expenses of the project. (15 marks).
- b. Provide quotations in support of your budget (5 marks)

Additional Documentation:  
+ Add files

## 5. Budget

5.1 Add VAT Certificate of Registration (if applicable)  
Upload file

A document issued by the Office of the Commissioner for Revenue showing that the applicant is a taxpayer in Malta  
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.

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

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