



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

Klabb 3-16 Grant

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 10,000. 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 _____

- 1.4 Targeted Audience
- ☐ Kinder 1 – 3 years
 - ☐ Kinder 2 – 4 years
 - ☐ Year 1 – 5 years
 - ☐ Year 2 – 6 years

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

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 01/01/2027 – 30/06/2027)

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

Mandatory Documentation

+ POMA Clearance or Police Conduct

**The POMA clearance must be submitted prior to the implementation of the project*

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 & Regulations).

The following points are to be addressed in not more than 500 words:

- a. Projects that call on the students' creative skills in engaging within the projects' processes, from the planning and development 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)
- b. 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. (15 marks)
- c. What are the plans beyond the implementation of this proposal? (5 marks)

Mandatory Documentation:

+ Audiovisuals/portfolio showing the applicant's work, as relevant to the proposal. (Audiovisuals up to 5MB may be uploaded directly in the application form. Larger files these may be provided as a link)

+ An audio or audiovisual file not exceeding 5 minutes in which the applicant provides a short description, a rationale and / or motivation for submitting this proposal

Additional Documentation:

+ Add files

Criterion 2: Project Management (20 marks)

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

The following points are to be addressed in not more than 300 words:

- a. Proposals which maximise the student artistic development opportunities. (10 marks)
- b. 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)
- c. 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:

+ Letters of intent from collaborators and partners, as well as potential venues, such as the hosting Klabb 3-16 centres.

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.

The following points are to be addressed in not more than 300 words:

- a. 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)
- b. 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.

The following points are to be addressed in not more than 300 words:

- 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 Maltese 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.

☐ 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
